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Resume Writing: A Comprehensive How-to-Do-It Guide

Burdette E. Bostwick

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How to look for a job is as much of a discipline as doing the job itself. This guide gives step-by-step techniques for writing an effective resume and shows how to use it to find the right job. This *Fourth Edition* reflects today's changing job market and covers the new directories designed to aid job-seekers. Also included are tips on interviewing and writing applications, advice on career changes, and a system for keeping track of the scores of replies received during the course of a job solicitation campaign.

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