



The Resume Workbook: Revamp your resume in 12 easy steps

Connie J Schlosberg

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You can do anything in 12 Easy Steps. The Quick-and-Easy and Get-Down-and-Dirty way! This workbook can help you build the resume that makes your greatest impression whether you are:

- Creating your resume to get your first professional job
- Revamping an old resume due to a job change or re-entry to the workplace
- Planning a career change where the old resume just won't do

After completing this workbook, you should be able to:

- Select the best type of format for your resume
- Put together content using words specific to your career aspirations
- Develop your resume with a professional format that employers want to see

Prepare an effective and meaningful resume to support your goals

Why the 12 Easy Steps workbook program? I know you are busy. You have a lot on your plate and sometimes you just want to cut to the chase on how to get something done. I've held a lot of hands in my time and I want to hold yours, too. My e-books are available all on your devices. You'll have me right there in your home, office, or favorite spot on the beach (my favorite too!). I just want you to be able to learn to do something as quick and easy as possible without the long wait. I know. You want a final product after you read how to do something. You want humor. You want thoughtfulness. You want insight. But you don't want fluff. Or technical jargon. And you want to do it in a quick-read-it-and-get-it done way. I've read enough how-to, instructional, and informational books, and all of them were wonderful. Okay. Perhaps not all of them. They gave me ways to percolate and think about the subject, but not all of them gave me a quick and easy, get down and dirty, here let's do it now together or get off your ass and get it done concrete workbook. After all, you want to get it done – right? When using these workbooks, you work on your creation as you read so that when you finish the workbook, you have your finished product. Includes access to online resume templates.

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William Lee:

People live in this new morning of lifestyle always aim to and must have the free time or they will get lot of stress from both daily life and work. So , whenever we ask do people have time, we will say absolutely sure. People is human not really a robot. Then we inquire again, what kind of activity are you experiencing when the spare time coming to you actually of course your answer will unlimited right. Then ever try this one, reading ebooks. It can be your alternative in spending your spare time, typically the book you have read is actually The Resume Workbook: Revamp your resume in 12 easy steps.

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Peter Lombard:

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