

图书基本信息

书名：<<理科专业的简历RESUMES FOR SCIENTIFIC AND TECHNICAL CAR>>

13位ISBN编号：9780071482196

10位ISBN编号：0071482199

出版时间：2007-9

出版时间：McGraw-Hill

作者：Editors of McGraw-Hill

页数：148

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

内容概要

You've worked hard for your science or technical degree; now it's time to take that education and put it to work. Get an edge on the other job applicants with Resumes for Scientific and Technical Careers, a resource packed with expert advice on creating concise, stylish resumes that will instantly get you noticed. With this go-to-guide you'll:

- Get access to nearly 100 sample resumes and cover letters
- Organize and draft your resume with the aid of helpful worksheets
- Discover the common elements in the most popular resume formats
- Learn to use vivid, active verbs in your resume
- Find out how to format and submit resumes electronically

In today's job market, an effective, eye-catching resume is essential for success. With the help of Resumes for Scientific and Technical Careers you'll make a strong first impression and take a confident step toward landing the job of your dreams.

书籍目录

Introduction
Chapter 1 The Elements of an Effective Resume
Chapter 2 Writing Your Resume
Chapter 3 Assembly and Layout
Chapter 4 The Cover Letter
Chapter 5 Sample Resumes
Chapter 6 Sample Cover Letters

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>