

Federal Resume Guidebook Fifth Edition

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the latest edition of the popular resume handbook 5th edition is a straightforward approach to writing resumes designed for that purpose it contains 37 resumes each addressing a specific challenge and approach and organized according to the needs and objectives of different job seekers this handbook focuses on organization to immediately capture attention the basics what to include

and what to leave out and accomplishments presents the job seeker as an achiever

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job hunter's sourcebook pulls together all the research and resources needed for a successful job hunt into one central place included

in this edition are 13 867 entries entries may appear in multiple sections part one profiles 216 high interest professional and vocational occupations from accountant and aircraft mechanic to sports official and stockbroker a master list of profiled professions lists alternate popular synonymous and related job titles and links them to the jobs profiled providing quick access to information sources on specific occupations by all their variant names entries contain complete contact information and are arranged by type of resource part two serves as a clearinghouse in organizing the wide ranging information available to today s job seeker it features such topics as resume resources alternative ways to work and opportunities for a diverse work force sources of essential job hunting information addresses 32 employment topics such as resume writing interviewing skills employment issues for disabled workers working from home and electronic job search information each category features a multitude of sources including reference works online and database services software programs and more entries contain complete contact information also included is the index to information sources which alphabetically lists all of the publications organizations electronic resources and other sources of job hunting information

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the practical aspects of development design and operation are stressed and some theory is included to provide the necessary insight for a particular operation problems addressed are the collection of pilot data choice of scale up parameters selection of the right piece of equipment pinpointing of likely trouble spots and methods for troubleshooting

provides descriptions of the fastest growing careers with details on working conditions earnings training projected growth and related jobs and advice on career planning and job search techniques

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