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One of the many things The Resume Makeover does to achieve these goals is discuss 50 common problems that job hunters encounter when writing their resume and cover letters. Because I plan to write a second edition of this book to keep pace with an ever-changing job market, I'd like to hear from you about any particular problems you've incurred when preparing your resume and/or letters.

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Clear, quick, effective solutions to the 50 most common resume problems "No matter how much you think you know about writing resumes, you'll learn something new. I'd recommend this book to anyone conducting or anticipating a job search."—Laura Lorber, Managing Editor, CareerJournal.com In this solution-

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solution-oriented guide, bestselling careers author John J. Marcus zeros in on the 50 most common resume writing problems and offers easy-to-perform fixes for each. Among other crucial lessons, readers learn how to identify and deal effectively with job history problems, skill-set deficiencies, poor visual presentation, and formatting problems. A compelling feature that distinguishes The Resume Makeover from all the competition is its unique quick-reference, "Before & After" format. Each chapter focuses on one common problem and offers a proven solution, along with before-and-after documents illustrating how a few simple changes can significantly improve a resume. In addition, readers learn: How to write a resume in half the usual time Strategies for changing careers or reentering the workforce Key words and phrases to include How to write high-impact cover letters The five areas in which all recruiters and employers grade resumes, and how to ace each one

Clear, quick, effective solutions to the 50 most common resume problems In this solution-oriented guide, bestselling careers author John J. Marcus zeros in on the 50 most common resume writing problems and offers easy-to-perform fixes for each. Among other crucial lessons, readers learn how to identify and deal effectively with job history problems, skill-set deficiencies, poor visual presentation, and formatting problems. A compelling feature that distinguishes The Resume Makeover from all the competition is its unique quick-reference, "Before & After" format. Each chapter focuses on one common problem and offers a proven solution, along with before-and-after documents illustrating how a few simple changes can significantly

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The complete guide to portfolio development for interior designers It's a widely known fact that interior designers need a strong visual presence in the form of a well-crafted, professional-looking portfolio. Surprisingly, however, many interior designers aren't equipped with the expertise required to organize and unify their work in a fashion that optimally conveys their talents and skills. Portfolios for Interior Designers helps demystify the process by guiding the reader toward mastery in assembling a winning portfolio. It delivers essential step-by-step instruction presented in a manner that shows interior designers how to properly and effectively display their designs. This book also includes: Color and black-and-white illustrations showing portfolio elements and options Graphic design concepts necessary for portfolio development Specific information for the design of digital portfolios Supplemental teaching resources that direct readers to a companion Web site Useful tips on the ways that popular graphics software applications can be best implemented for certain portfolio elements Samples of cover letters and resumes, along with discussion of job search procedures With the aid of real-world examples, Portfolios for Interior Designers examines how a portfolio can be used as an effective tool for communicating with clients and other professionals. A much-

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needed guide, this book eliminates the uncertainty surrounding portfolio development so that interior designers can showcase their abilities successfully—and land the next job.

Intends to meet the needs of faculty members interested in ways to improve their classroom instruction. This title includes both non-empirical and empirical articles dealing with accounting pedagogy at college and university level.

Building on the success of the first, this new edition has been updated to cover the latest hiring trends, changing economic circumstances, and feedback from readers. The authors have expanded the book to deal with issues faced by minority candidates, and have added contributions from scientists to cover such issues as negotiating faculty contracts to ensure adequate lab space and resources. They give more emphasis to applying for non-academic jobs and offer case study scenarios of candidates who have followed both academic and non academic paths. The authors urge readers to go develop a philosophy statement for research and service, as well as for teaching. They explain what's involved in applying for joint positions, offer advice on applying for administrative jobs outside the academy, and prepare the reader for first year academic and corporate performance reviews. They have updated the resources, references, examples and scenarios. This book covers the process for Master's- and Ph.D.-level job-seekers of all disciplines: from identifying sources of information about positions, to advising

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on the preparation of effective CVs and portfolios, through guidance on the process of interview to final negotiation of terms. Its invaluable advice is informed by the authors' experiences in both academic and corporate arenas, as well as by the narratives of current and recent job seekers. The authors cover the full spectrum of potential positions—adjunct, visiting, temporary and tenure-track faculty appointments—at-year and 2-year institutions. This book includes sample application letters and vitae, a model for job search workshop, and a rich list of resources both in print and on-line. An accompanying Web site offers a wealth of information on locating job postings, complete with hot links to major sites, both general and discipline-specific; presents eight sample application packets by successful humanities, social sciences, and sciences candidates, with accompanying comments on key features by the book's authors; and an extensive listing of useful books and online resources. While being realistic about the trends in higher education, the decline in tenure-track positions, and greater competition for available positions, the authors actively combat the gloom and doom approach of competing books by emphasizing that readers have it in their power to adopt strategies, and take actions and choices, that can greatly improve their chances of success. The authors aim to help candidates see what they already have and how to get that across as clearly as possible to potential hiring committees. Contact the Authors: Share your story! We hope to continue collecting timely narratives to keep Job Search useful, and we welcome your e-mails. Dawn can be reached at dformo@csusm.edu and Cheryl at drcreed@catsforchange.org. We also welcome

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the opportunity to offer job search workshops and individual coaching in person and online

All of your educational, professional and personal accomplishments will not help you get a job if you cannot condense that information in a concise, polished resume. And while you may think resume writing is not one of your strengths, it is the skill that will do the most to get you to the next step - the job interview. With so much riding on the resume, you need help from the experts. Just follow the simple steps in this book and in no time you will produce a document that skilfully summarises your qualifications and separates you from the rest of the pack.

This is a new addition to our best-selling series -- Success in 20 Minutes a Day (over one million units life sales). Grammar Success provides 20 lessons that promote an in-depth understanding of grammar in a short amount of time. This is full of practical yet fun exercises covering all the fundamentals of grammar rules. Also includes a FREE online link to instantly scored grammar exercises.

It happened. It may have been a surprise, or it could have been anticipated, but at

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this point, what does it matter? You lost your job. Or, the frustrations at your current job have hit the boiling point. You just can't take it anymore! In either case, change is inevitable. But, you're over the age of 50 and intellectually or intuitively you know your age could be a factor in your job search. . .and, you are right. There are age-related biases that exist in the job market that will work against you. According to government statistics, job seekers over 50 encounter more difficulty in getting new jobs and suffer notably longer unemployment than their younger counterparts. But these statistics do not have to apply to you! First, immediately stop with the worry and negative thinking. You're in a better position than you think. There are employers out there that not only will hire you, they are looking for you! The key is to find them, sell them on you, and get them to hire you. It's not as hard as you may think. In the *Over 50 and Motivated* book, Brian Howard will teach you a systematic approach for conducting a real-world job search based on years of frontline recruiting experience helping thousands of tenured job seekers just like you. He will teach you how to effectively conduct a job search in today's job market and techniques to successfully combat age biases. He will show you how to get job offers and your next fulfilling career position!

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