

图书基本信息

书名：<<商业管理职业的简历RESUMES FOR BUSINESS MANAGEMENT CAREERS>>

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## 内容概要

Nearly 100 sample resumes and 20 cover letters for each field-more than any competing series A workbook format to organize information before writing a resume Perfect for college grads and people changing careers or re-entering the job market A variety of eye-catching resume formats From the Back Cover Manage your job possibilities with a perfectly crafted resume You've spent years in school getting your MBA or honing your management skills at a smaller business. Now it's time to take the next step in your career. Get the edge on the other job applicants with Resumes for Business Management Careers, a resource packed with expert advice on creating a concise, stylish resume 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 Business Management Careers you'll make a strong first impression and take a confident step toward landing the business management job of your dreams. Find a career as a: Vice president Restaurant manager Manager trainee Store manager Public relations director Banquet manager Financial management director Human resources representative

## 作者简介

McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide

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