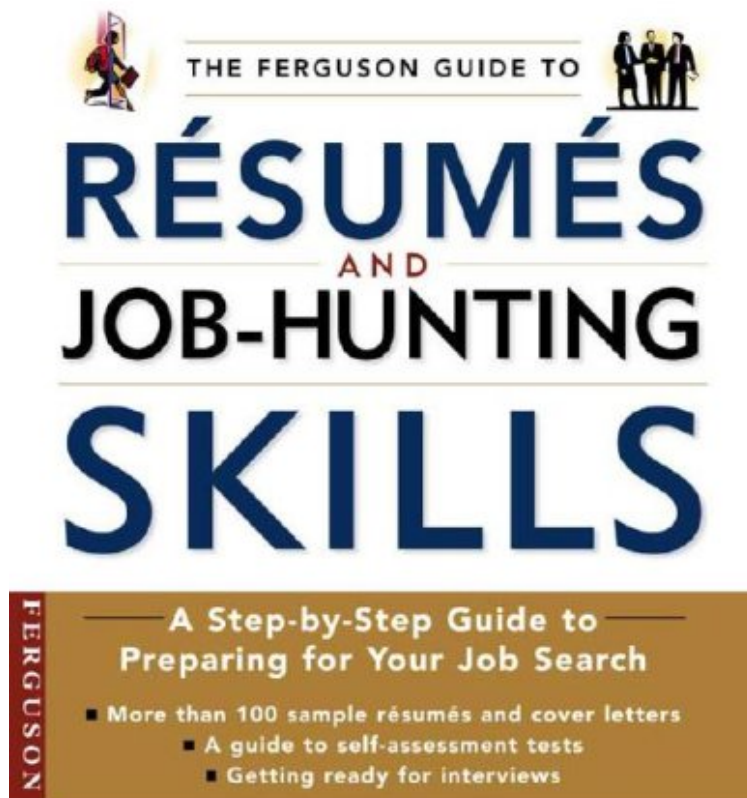


(Library ebook) The Ferguson Guide to Resumes and Job Hunting Skills: A Handbook for Recent Graduates and Those Entering the Workplace for the First Time

The Ferguson Guide to Resumes and Job Hunting Skills: A Handbook for Recent Graduates and Those Entering the Workplace for the First Time

Maurene J Hinds

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Maurene J Hinds : The Ferguson Guide to Resumes and Job Hunting Skills: A Handbook for Recent Graduates and Those Entering the Workplace for the First Time before purchasing it in order to gage whether or not it would be worth my time, and all praised The Ferguson Guide to Resumes and Job Hunting Skills: A Handbook for Recent Graduates and Those Entering the Workplace for the First Time:

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The Ferguson Guide to Resumes and Job-Hunting Skills covers all the elements of the job-hunting process - from finding a career track that matches one's needs and interests to organizing and writing a resume and cover letter to getting and conducting successful job interviews.

From BooklistThe samples alone might be worth the book's cover price. Hinds, who does indeed cite resume writing as one of her core skills, does a good job of compiling information about job searches--with a concentration on CVs and letters and other need-to-know writing. Included are an annotated roundup of assessment tests, from Myers-Briggs to the Strong Interest Inventory; a litany of common job-hunters' mistakes (for instance, not looking an interviewer directly in the eyes); and, of course, a variety of resumes and cover letters. Yet it's difficult to ascertain her target audience. Should it be soon-to-graduate high-schoolers, looking for summer employment or to further define "what do I do with my life?" Is it the new BA, MA, or PhD who needs to find a professional job after years of schooling? This is a general introduction to precede more sophisticated career-seeking manuals. Barbara JacobsCopyright American Library Association. All rights reservedAbout the AuthorMaurene J. Hinds is a freelance writer and a member of the National Resume Writer's Association and Career Masters. She holds an M.F.A. in Writing for Children from Vermont College and has ten years' experience as a professional resume writer. She lives in Montana.