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Getting from **COLLEGE** to **CAREER**

YOUR ESSENTIAL GUIDE TO SUCCEEDING IN THE REAL WORLD

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- + Make **every networking event** a success
- + **Stand out** in a competitive job market
- + **Avoid the biggest mistakes** in career prep and job hunting

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Getting From College To Career Rev Ed

Quentin J. Schultze



Getting From College To Career Rev Ed:

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Schultze,2012-03-27 Minimal job experience No problem You ve just graduated and are ready to land your first real job after college or high school But how do you write the first r sum and cover letter of your career if you don t have any previous jobs to list How do you stand out above the other applicants including people with more experience who are out of work with your summer job at the diner internship at the local paper or spot on the Ultimate Frisbee team Dr Q to the rescue For two decades communication professor Quentin Schultze has been teaching r sum writing to college students and recent graduates helping them identify their strengths and transferable skills from their unique life experiences from extracurriculars to part time jobs to internships to volunteering With R sum 101 you ll discover the secrets to composing strong impressive resumes and cover letters such as What to include when you lack professional experience How to get great references and recommendations Why to use a summary rather than objective statement When to include hobbies travel and technology skills What to do if your GPA isn t sky high Which designs and basic formats work the best Where to find the perfect verbs and adjectives for a specific job With Dr Q s help you ll soon have a r sum and cover letter that will show hiring managers who you really are why you re prefect for your dream job and why they should choose you **Paperbound Book**

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