

[ADD FIRST & LAST NAME]

CONTACT

- 📞 Add phone number
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SKILLS

INCLUDE
PROFESSIONAL
SKILLS
BULLETED
HERE (8-10
RECOMMENDED)
USE BUZZ WORDS
TO ALIGN WITH JOB
DESCRIPTION

EDUCATION

ADD UNIVERSITY
ADD DEGREE
ADD MAJOR
YEARS ATTENDED

OVERVIEW

Include a written or bulleted summary (3-5 sentences) of yourself including the number of years you have been in the industry, key accomplishments, name of clients you worked for etc. This is the first section a hiring manager skims over so make it stand out. 😊

WORK EXPERIENCE

COMPANY NAME	LOCATION
POSITION HELD	YEARS WORKED
• Summarized your position in one bullet to start	
• Include 3-4 bullets on key responsibilities	
• Add 2-3 specific examples to support the responsibilities you listed above → include statistics, # of people managed, etc.	
• Current position should include the most amount of bullets (if applicable)	

COMPANY NAME	LOCATION
POSITION HELD	YEARS WORKED
• Keep bullets concise	
• You don't have to submit the same resume for each position you are applying for. In fact, it is best to tailor your resume to fit the job description	

COMPANY NAME	LOCATION
POSITION HELD	YEARS WORKED
• At minimum, include 3 previous positions that support the role you are applying for	
• This can also include previous internships	

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that of a seasoned therapist professor and supervisor of therapy and two the perspective of a registered intern therapist who just went through the internship process Succeeding in Your Psychotherapy Practicum and Internship covers the basics of psychotherapy internships from the beginning stages of finding and starting at an internship site to navigating the common experiences at an internship to reflecting on therapeutic growth and the ending of an internship and much more Students will come away from this book with a deep understanding of each perspective one that will enhance their appreciation of the practicalities and possibilities of their practicum and internship experiences

The Resume.Com Guide to Writing

Unbeatable Resumes Rose Curtis,Warren Simons,2004-04-19 The first step to getting a great job is writing a great resume This book will be your first step

Bookmarking

Alicia E. Vandenbroek,2012-07-16 With easy to follow tutorial guides this book is your one stop shop for implementing creative activities for all ages on social bookmarking tools Focusing on ways social bookmarking can impact academic and public libraries and increase collaborations with both patrons and faculty Bookmarking Beyond the Basics introduces a variety of social bookmarking websites with helpful tutorials and activities for a wide range of users It addresses social bookmarking sites such as Delicious Avos LaterThis Jog the Web Sqwirl LiveBinders Diigo and covers shared bookmarking with QR codes The description of each website is accompanied by practical information on how to use this bookmarking tool in the classroom school library or public library to create personal learning networks and provide resources for patrons The book describes ways classroom teachers can work collaboratively with librarians to incorporate social bookmarking into the classroom Included activities are developmentally appropriate for primary grade students up to adult patrons

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Cengage South-Western,Tim Krause,1999-12

Résumé Magic Susan Britton Whitcomb,2010 All the tricks professional resume writers use to create eye catching results driven resumes are revealed in this must have guide Renowned as the definitive resource for writing and designing resumes Resume Magic combines great tips with before and after resume transformations to explain the nuts and bolts of resume creation Author Susan Britton Whitcomb connects professional techniques with actual examples to demonstrate why the techniques work Any college student recent graduate or job seeking adult will use the strategies and advice provided in this book a thousand times over

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Carolyn F. Nutter,1970

Resumes! Resumes! Resumes! ,1997

Presents fifty sample r sum s evaluated by recruiters and career counseling professionals in a variety of fields and explains the documents strengths

The Complete Idiot's Guide to the Perfect Resume

Susan Ireland,2006 An updated and

revised edition of one of Alpha Books top career guides helps readers put together an attention grabbing resume that will help land them their dream jobs The book includes dozens of sample resume styles an action plan for a successful job search and professional advice on creating cover letters finessing the toughest interview and writing thank you and follow up letters More concise step by step information for creating a resume for a variety of commonly faced situations including career change employment gaps age discrimination and layoffs An increased emphasis on the combination resume the chronological

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High-Impact Resumes Richard H. Beatty,1999 Stacking the employment deck in your favor with 175 High Impact Resumes Despite low unemployment today s job market is as competitive as ever which means you can t afford to have a run of the mill resume that will get lost in the shuffle With this invaluable guide you ll learn to write a resume that stands out from the crowd and gets you that all important interview Now completely revised and expanded 175 High Impact Resumes takes you step by step through the process of constructing a tailor made resume highlighting key components and giving you a clear understanding of the design content and overall importance of each part By following the instructions and model resumes in this invaluable book you are virtually guaranteed a professional looking highly effective resume and a tremendous advantage in your job hunting campaign Also now included is new information on preparing electronic resumes for posting on the Internet Here s where you ll find Modern up to date resume formats The new electronic computer scannable resume format 175 hand picked successful resumes representing both experienced job seekers and recent college graduates Samples covering 35 different fields including finance accounting administration public relations law marketing sales engineering education retail and many more Packed with tips and advice from a leading employment authority 175 High Impact Resumes is the key to gaining an advantage in your job hunting campaign

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