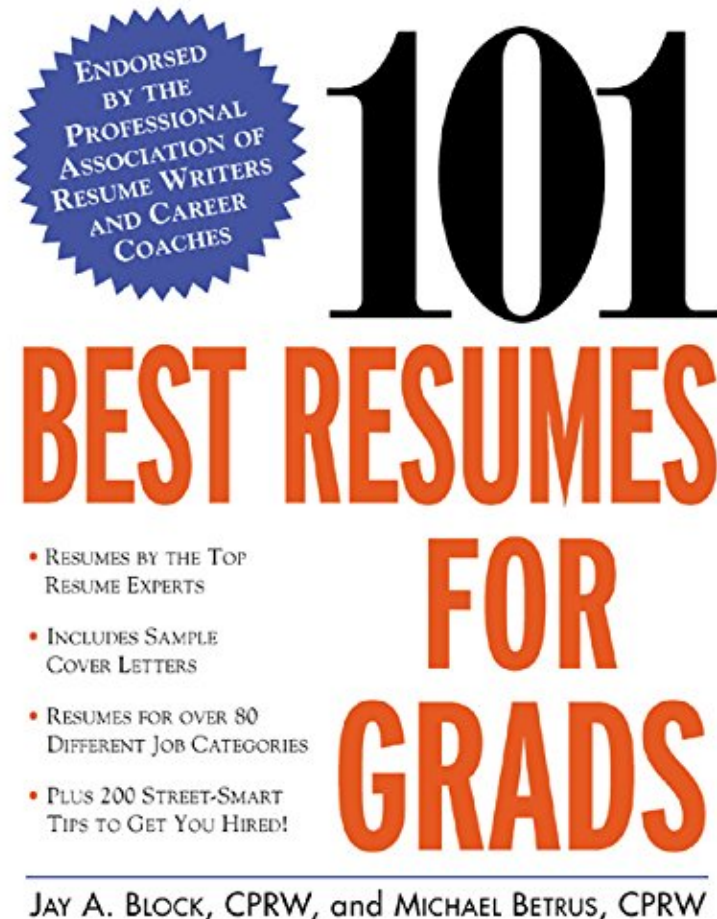


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## 101 Best Resumes for Grads

Jay A. Block

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# 101

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**Jay A. Block : 101 Best Resumes for Grads** before purchasing it in order to gage whether or not it would be worth my time, and all praised 101 Best Resumes for Grads:

2 of 2 people found the following review helpful. Excellent WorkBy A CustomerThis book was very useful. The resume examples were helpful, but the best thing I saw was the tactical tips on how to use the resume, how to network, what to say, how to use career fairs and on-campus recruiting, alumni, etc. Gave me some good ideas. In fact, I did something in networking at a job fair that they wrote about in a case study that got me a good interview.

A PAPERBACK ORIGINALThe ultimate resume and job-hunting guide for recent gradsWritten by the bestselling career author team of Jay Block and Mike Betrus, this book helps graduates parlay their diplomas into their all-important, first real jobs. Unlike most other resume guides, 101 Best Resumes for Grads assumes no prior work history or job experience, making it the ideal choice for grads in the 18- to 24-year-old age bracket. Yet, it also offers invaluable advice and guidance for the growing population of older grads, including those who returned to school in

midlife in order to pursue new careers, and women returning to the workforce after raising a family. Includes: Resumes for more than 50 areas of specialization Job-hunting strategies, from networking to job-hunting etiquette Online job search tips, including formatting resumes for online posting, using job databases, and more

From the Back Cover Attention, recent grads: Here is the one tool you need to land your first real job! You've finally got your diploma in hand, and now you're ready to take that big leap into the workforce. But how do you launch your career when the only experience you have is a string of unpaid internships and summer jobs? The first step is to write an unbeatable resume; and this guide will show you how. Inside, you'll find 101 sample resumes, produced by Certified Professional Resume Writers for entry-level positions in more than 80 areas of specialization, plus: Advice on how to style and format your winning resume 25 sample cover letters, with easy how-to's for customization Online strategies, from e-resumes to job-search databases Hundreds of tips for successful job-hunting, networking, and much more! Whether you're one of the millions of young people graduating from high school and college this year, or you've returned to school at midlife with dreams of a new career, this is the one guide you need to transform your diploma into dollar signs. About the Author Jay A. Block, CPRW (Certified Professional Resume Writer), internationally certified career coach and resume strategist, is the contributing cofounder of the Professional Association of Resume Writers (PARW). He helped develop the PARW national certification process and is a widely respected national speaker, author, and career coach. Michael Betrus, CPRW, is the author of *The Guide to Executive Recruiters* (McGraw-Hill), the most comprehensive directory of its kind.