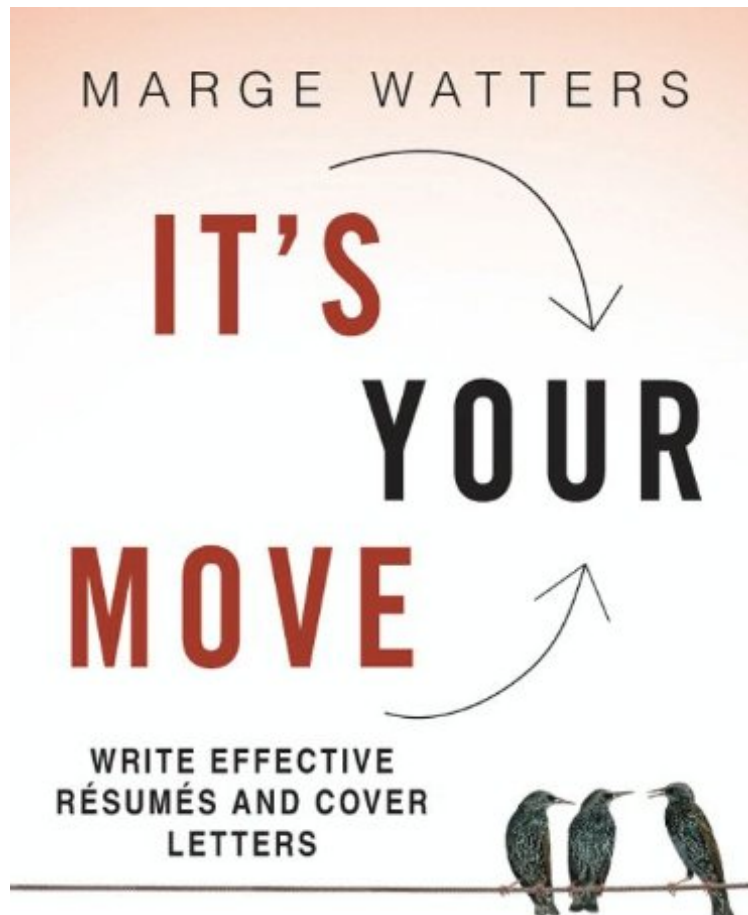


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## Write Effective Resumes And Cover Letters: It's Your Move

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Finding the work you want can be a daunting challenge. The rules have changed, the playing field has been rearranged and the players are unpredictable. Those who play smart will learn a lot about themselves and the dynamic environment of the workplace. Playing smart includes having a resume; a cover letter; that gives the reader a picture of you doing your best work. It needs to be filled with accomplishment statements that include quantified evidence of what you have done. Key words must pop; a profile statement needs to make your sales pitch; and every detail has to be perfect. It's an arduous task, but with the help of this special edition of 'Your Move' you can do it.

Once you've written your resume, always send it out with a well-crafted and targeted cover letter. Take the time to do this important step in the career transition process with care, and you're on your way to finding the employment opportunity that suits you best.