

(Read download) Real-Resumes for Administrative Support, Office Secretarial Jobs

Real-Resumes for Administrative Support, Office Secretarial Jobs

Anne McKinney

audiobook / *ebooks / Download PDF / ePub / DOC



[Download](#)

[Read Online](#)

#1603478 in Books Anne McKinney 2012-04-03 Original language: English PDF # 1 11.00 x .44 x 8.50l, 1.01 #File Name: 147509325X192 pages Real Resumes for Administrative Support Office Secretarial Jobs | File size: 63.Mb

Anne McKinney : Real-Resumes for Administrative Support, Office Secretarial Jobs before purchasing it in order to gauge whether or not it would be worth my time, and all praised Real-Resumes for Administrative Support, Office Secretarial Jobs:

0 of 0 people found the following review helpful. My resume was already good, where I needed help was in writing a ...By SearosesMy resume was already good, where I needed help was in writing a new cover letter for a job I had already applied to a few years ago that had re-opened. This book helped me write a great cover letter that assisted in landing me my dream job. Definitely worth a read if you are looking for an admin position.0 of 0 people found the following review helpful. A must have toolBy Joel RiveraLots and lots of help founded in this book. I used it a lot while compiling my many different resumes while looking for a job. This tool did helped me intensively while I was out of work and I used it a lot.0 of 0 people found the following review helpful. Real-Resumes for Administrative

SupportBy CookieOk, but they need information on more description. These books focuses on top dollars jobs in the medical environment but as Medical Employees, all workers jobs are IMPORTANT in the medical environment.

Those who seek jobs in the office support field will find this book to be a valuable resource! Office managers, administrative assistants, executive aides, and other office support personnel have a lot in common when they create a resume, and this books shows resumes and cover letters of individuals who want to find work ranging from office management to clerical. No matter what industry or type of work--medical, manufacturing, nonprofit, and other environments--this book will provide a competitive edge to those who seek employment which involves administrative support, executive support, clerical, and secretarial responsibilities. For those who seek federal employment, there's a special section showing how to create federal and government applications. Whether the reader wants to stay in the administrative support field or transition into another type of work, this book will help. It shows samples of resumes and cover letters that worked for real people. Newcomers to the field will learn how to show off their potential and skills to best advantage, and experienced professionals will find help in advancing to the best technical, management, and sales positions in the industry. Changing fields? Office and secretarial professionals often change fields, too, and the book includes resumes of individuals who have successfully transitioned into other areas. A "bonus" of the book is that it also shows samples of paperwork involved in obtaining federal government positions; for example, the book includes samples of the KSAs as well as the "resumix" often required to apply for federal positions. Praise for books in the Real-Resumes Series: "Distinguished by its highly readable samples." - Library Journal "These excellent new guides don't just provide the usual coverage on how to write a resume. They provide industry-specific examples, industry-specific tips and cautions, and industry-specific strategies based on real-world resumes. Since many technical types aren't writers, this comes as a special gift; select a winning format, plug in your background specs, and away you go. It's that easy--with Real-Resumes in hand."-- The Midwest Book Review Testimonials from people who have successfully used this book: "Secretaries and administrative support people are different from nurses and business executives, so I really needed a book that showed me how to present my specialized background and skills." A. Augustine "The Real-Resumes Series showed me how to prepare the resume needed for federal employment. I am in a GS-07 position, thanks to the great samples provided by the Real-Resumes Series." P. Dosteche "Don't waste your time sending out resumes that are not very good. Find a great resume sample of someone in your field. That's what this series does--it personalizes the process of resume writing and allows you to find samples that really help you create a great resume and cover letter." B. Delphina

I am in a GS-07 position in federal service, thanks to the Real-Resumes Series. -- P. Dosteche Secretaries are different from other job hunters, and this book showed me how to present my specialized skills. -- A. Augustine This series personalizes the process of resume writing for specific fields and helps you create a great resume. -- B. Delphina About the Author Anne McKinney edits the Real-Resumes Series. She holds an MBA from the Harvard Business School and a B.A. in English from the University of North Carolina at Chapel Hill.