Deputy Manager Hr Administration Resume Sample Www

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A collection of the best resumes and cover letters from professional resume writing associations, with writing tips
In this book, Martin Yate who is widely respected as 'the' expert on all career matters, describes how to create an irresistible CV that will open the doors to job interviews and offers of employment.
Model cover letters and resumes cover such fields as aviation, communication, finance, and sales
Issue 1,49777 June 27 2006
ENR.
Fashion
Encylopedia of Job-winning Resumes

Real-resumes for Real Estate & Property Management Jobs
Explores all fashion careers, the education and training required for each position, and how it relates to the industry as a whole.
Real-Resumes for Human Resources and Personnel JobsIncluding Real Resumes Used to Change Careers and Transfer Skills to Other IndustriesPREP Publishing
A welcome tool for those who seek jobs in HR and personnel! Resumes and cover letters in this book show jobs such as Assistant Personnel Administrator, Chief of Personnel Management, Director of Human Services, Employee Relations Manager, Human Resources Analyst, Human Resources Director, Personnel Administrator, Training and Benefits Supervisor, Personnel Counselor, Drug Testing Administrator, Recruiting Manager, Staffing Specialist, Temporary Placement Supervisor, Training Program Manager, Employee Relations Manager, and many others. Each resume is accompanied by a companion cover letter. Those who want to transition their human resources and personnel experience to other types of work will also benefit from viewing the resumes and companion cover letters that show individuals who successfully changed careers. A word of advice from Editor Anne McKinney: "If you want to enter the human resources field or advance in the personnel industry, you don't need just any resume book. You need an industry-specific resume book! You will love this book targeted specifically to the human resources and personnel field. Every resume and cover letter we put in a Real-Resumes Series book has been tested and proven in the real job market. Don't play games with your career. Your choice of a resume book is one of the most important career decisions you will ever make." 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: "The resumes and cover letters in the Real-Resumes books are easy to personalize. I created my own door-opening resume using these samples." A. Linthrop "Real-Resumes showed me how to transition my human resources experience from the manufacturing sector to banking, and that vastly improved my salary and job satisfaction." G. O'Donnell "I was bored with my employee benefits specialization and wanted to make a change, but I was a prisoner of my own experience. Real-Resumes showed me how to communicate and I was able to communicate effectively so that I could reposition myself within my industry." T. Cantalakos "After earning a degree in Human Resources Administration, I needed a great resume to present myself and launch my career. The hiring climate was poor when I graduated, but the Real-Resumes Series was my key to excellent job offers." W. Javanovich
In today's dynamic health care environment, medical assistants are playing an increasingly important role. DELMAR'S ADMINISTRATIVE MEDICAL ASSISTING, Fifth Edition, helps you gain the knowledge and skills needed to succeed in this rewarding, rapidly growing field. Known for its thorough coverage, extensive technical detail, and accurate, up-to-date content, this proven book covers clinical tasks such as taking patients' medical histories, recording vital signs, explaining procedures, and assisting care providers during exams, as well as administrative duties including managing patient information, electronic medical records (EMR), insurance documentation, billing, and bookkeeping. In addition, chapter material and learning objectives are clearly mapped to ABHES, CAAHEP, and MAERB competencies, with an increased focus on professionalism and personal effectiveness, to help you hone practical, real-world skills and prepare for certification. The guide also supports effective learning with a variety of online resources to help you make the most of your study time, including interactive quizzes for self-assessment and the popular Critical Thinking Challenge application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.
Daily Graphic
How to Write Outstanding Resumes and Cover Letters for Every Situation
The Industry and Its Careers
People Management
Career Quest for College Students
Modernize Your Resume
Peterson's MBA Programs provides comprehensive profiles of up-to-date information on full-time, part-time, joint-degree, Executive MBA, and online graduate programs at more than 1,000 institutions, including degrees comparable or equivalent to an MBA. A wealth of facts and figures on admission and degree requirements, entrance difficulty, postgraduate hiring rates, financial aid, and contact information for approximately 4,000 graduate-level business programs are all available within Peterson's guide. It contains informative articles such as how an MBA can advance a career, how to choose the right program and pay for it, the advantages of getting your advanced business degree abroad, information on the latest hiring and salary trends, and application tips, including guidance on how to write a winning essay. Profiles of institutions are listed alphabetically within state, province, or country, with all the fast facts an applicant needs-plus two-page narrative descriptions which contain even more in-depth information on schools.
Provides detailed information for anyone seeking a rewarding career with only a commitment of two years of college or comparable certification, offering general job-seeking and interview tips and being divided into volumes based on the Department of Education's Career Clusters.
Administrative Medical Assisting begins with Kinn! Elsevier's Kinn's The Administrative Medical Assistant, 13th Edition provides you with the real-world administrative skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary in today's healthcare setting. Paired with our adaptive solutions, EHR documentation, ICD-10 coverage and, detailed procedural videos, you will learn the professional and interpersonal skills of modern administrative medical assisting! Professionalism in applicable procedures teaches you how to properly interact with patients and coworkers. Professional behavior boxes provide guidelines on how to interact with patients, families, and coworkers. Step-by-step procedures explain complex conditions and abstract concepts. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. Critical thinking applications test your understanding of the content. Threaded case scenarios help you to apply concepts to realistic administrative situations. Portfolio builder helps you demonstrate proficiency to potential employers. NEW! Chapter on The Health Record reviews how you'll be working with a patient's medical record. NEW! Chapter on Technology in the Medical Office introduces you to the role technology plays in the medical office. NEW! Administrative procedure videos helps you visualize and review key procedures. NEW! Chapter on Competency-Based Education helps you to understand how your mastery of the material will affect your ability to get a job. Basics of Diagnostic Coding prepares you to use ICD-10 coding system.
The latest edition of the popular RESUME HANDBOOK, 5th edition, is a straightforward approach to writing resumes designed for that purpose. It contains 37 resumes, each addressing a specific challenge and approach, and organized according to the needss and objectives of different job seekers. This handbook focuses on: Organization to immediately capture attention; The Basics - what to include and what to leave out; Accomplishments-presents the job seeker as an achiever.
Including Real Resumes Used to Change Careers and Resumes Used to Gain Federal Employment
103D Congress
Real-Resumes for Human Resources and Personnel Jobs
1993-1994 Official Congressional Directory
Professional Resumes for Executives, Managers, and Other Administrators
Career Development for Those who Plam to Have a Successful Career
Career Quest for College Students is an invaluable bonanza for anyone graduating from college. Author Bob Uda brings nearly 40 years of experience acquired while forging a successful career as an engineer, manager, executive, and business owner in the aerospace and defense industries. As an adjunct faculty lecturer in "Career Development," Uda teaches students how to
As president and principal consultant of his own career-coaching firm, Uda counsels clients in capturing sought-after jobs. Career Quest for College Students reveals discovered secrets including: Writing resumes that pack a punch, grab attention, hook hiring managers, and Wow them into calling you for interviews Teaching interviewing strategies that generate job offers Coach
techniques and tactics that maximize job offers Trains you how to be successful in your jobs Career Quest for College Students is a goldmine for all college students pursuing, forging, and building a successful, lifelong career.
Expert advice on building a resume to get the job you want! Your resume is the most important financial document you'll ever create. When it works, so do you. Drawing on more than thirty years of experience, bestselling author Martin Yate shows you how to write a dynamic, effective resume that: Stands out in a resume database Builds a strong personal brand employers will w
Passes recruiters' six-second scan test Speaks to exactly what employers are looking for The new edition of this classic guide includes dozens of sample resumes as well as cutting-edge advice on resume-writing tactics. With Knock 'em Dead Resumes, 12th Edition, you'll grab employers' attention--and score the job you want.
This book has been written by studying the knowledge management implementation at POWERGRID India, one of the largest power distribution companies in the world. The patterns which have led to models, both hypothesized and data-enabled, have been provided. The book suggests ways and means to follow for knowledge management implementation, especially for orga
multiple business verticals to follow. The book underlines that knowledge is both an entity and organizational asset which can be managed. A holistic view of knowledge management implementation has been provided. It also emphasizes the phenomenological importance of human resource parameters as compared to that of technological parameters. Various hypotheses have
validate the significant models hypothesized. This work will prove useful to corporations, researchers, and independent professionals working to study or implement knowledge management paradigms.
Based on todays real-world job search trends, Modernize Your Resume shows you how to craft a winning resume to meet the complexities of todays highly competitive and technologically driven employment market. The entire job search process is evolving at a remarkably rapid pace, and your resume is at the foundation of it all. In this book, youll learn to: * Write tight, lean, cle
focused content to keep your reader engaged. Focus on information that is relevant and integrate keywords that are vital to being found online. * Create a distinctive design to make your resume stand out and capture attention. Getting noticed is step #1, so make that happen and youre on your way. * Understand how to use todays modern resume for both person-to-person job
electronic, digital, and mobile search technologies. * The 80+ resume samples demonstrate these strategies in action for real-life job seekers whove excelled in their search campaigns. The samples showcase the resume writing work of Enelow, Kursmark, and many of their colleagues who are also well respected for their expertise in resume strategy, writing, format, and design
and easy-to-follow examples give you practical know-how for building your own powerful resume that will serve all of your job search needs. Youll learn what works, why it works, and how you can make it work for you. The resume book weve all been waiting for from resume industry leaders Wendy Enelow and Louise Kursmark. Rich Feller, Past President, National Career Deve
Association
America's Top Recruiter Reveals What REALLY Gets You Hired
The Career Change Resume
Business, Finance, and Government Administration
How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work
Get Noticed Get Hired
Kinn's The Administrative Medical Assistant - E-Book
From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together
Destined to become the bible for managers who want to make sure their resumes and cover letters open the maximum number of doors while helping them maximize in the salary negotiation process. From office manager to CEO, managers trying to relocate to or from these and other industries and fields will find helpful examples: Banking, Agriculture, School Systems, Human Resources, Restaurants, manufacturing, Hospitality Industry, Automotive, Retail, Telecommunications, Police Force, Dentistry, Social Work, Academic Affairs, Non-Profit Organizations, Childcare, Sales, Sports, Municipalities, Rest Homes, Medicine and Healthcare, Business Operations, Landscaping, Customer Service, MIS, Quality Control, Teaching, the Arts, and Self-Employed.
A guide to writing winning resumes includes numerous samples, a database of "keywords" recognized within various industries, advice on job-hunting online, and a useful "before-and-after" worksheet for troubleshooting. Original. 12,000 first printing.
"John Lees is a purveyor of sound, no nonsense career advice which delivers results, whatever your age or status." Carol Lewis, Business Features Editor, The Times It doesn't take months to learn how to write a CV that works, but it does take a few hours. This book is designed to take you through that process quickly, taking some short cuts, encouraging your readers to say one simple word: "yes". Features: Step by step approach to building a CV from scratch Detailed advice on getting bullet points and the profile right Example CVs, including entry level and executive CVs
Demystifying of CV formats and styles, including 'hybrid', competency-based and functional CVs Drawing on over 25 years' experience of training recruiters, John Lees, author of the bestselling How To Get A Job You'll Love, is one of the UK's best known career strategists. In Knockout CV he shows you how to write CVs and cover letters that convey your strengths quickly and get you into the interview room. "A comprehensive and practical guide to building arelevant, evidence-based CV which will win the recruiter'sattention. Looks afresh at the role of your CV, the pitfalls to avoid and shares invaluable recruiter insights." Liz Mason, Associate Director, Alumni Career Services,London Business School, UK "You write a CV for a purpose: to get a job. Knockout CV works backwards from the desired result, analysing each feature of the CV from the perspective of impact on the decision-maker. No frills, no diversions, simply full of practical help." Shirley Anderson, HR Director, Talent and Reward, Pilkington Group Limited "This book is essential reading for anyone considering a career move or applying for another position. First impressions are so important and your CV really does have to stand out from all the rest. This is an excellent, practical guide which I believe will really make the difference to securing that interview." Christine Gaskell, Chair, Cheshire and Warrington Local Enterprise Partnership and former HR Director, Bentley Motors Ltd "John Lees leads you back to the basic document of so manyjob-hunting campaigns, and yet again opens your eyes to seethe real underlying principles. His clear and authoritative voice brings life back into what is often seen as a routine activity - CV writing - yet is so important in today's hyper-competitive job market. With his clear chapter objectives, insightful exercises (especially the 'CV data bank'), professional insights,and a healthy dose of humour, John Lees sets the standardfor modern CV writing." Matthias Feist, Head of Careers & Business Relations atRegent's University London, UK and Chair of PlaceNet: Placements in Industry Network "John has produced an honest and authentic approach to creating a winning CV which speaks to your strengths, and will make the difference to getting noticed and in front of the selection panel. Yes, you can expect to work some, however John's advice plus your investment in time will produce a great result with the critical bonus of mental and emotional clarity over your next (right) career move." Angella Clarke-Jervoise, Big 4 Partner Recruiter andInternational Career Coach Praise for John Lees' careers books: "When I read John's writing, two things happen. First, I feel as if he's standing right there, personally advising me. And second, I always come away thinking over the issue in a new way. It's a rare, but very useful, gift." Sarah Green, Associate Editor, Harvard Business Review "I know first-hand the joy that being in the right career can bring and I commend John Lees for his books and seminars which help other people do just that." Rosemary Conley CBE "John Lees is the Career Professional's professional; thedoyen of careers experts. His books and advice have helpedcountless numbers of people to enjoy better, more fulfilling careers." Dr Harry Freedman, Career and Business Strategist,Hanover Executive
Human Resources Kit For Dummies
--including Real Resumes Used to Change Careers and Gain Federal Employment
EBOOK: Knockout CV
Issue 1,8189 March 31 2010
With Systems Modelling Case Studies
Billboard
Align HR practices with your objectives and keep your company competitive A company's ability to grow and stay on top of customer demand has always depended heavily on the quality of its people. Now, more than ever, businesses recognize that finding (and keeping) a highly skilled and motivated workforce is pivotal to success. Maybe you're a business owner and your company is growing, or you're an employee at a small- to midsize-company and management has asked you to take on some—or all—of their HR functions. Either way, knowing how to set up and implement successful HR practices (not to mention navigating the legal minefields in today's increasingly regulated environment) can be tricky. Human Resources Kit For Dummies is your one-stop resource for learning the nuts and bolts of HR. It gives you forms and templates that you can put to immediate and productive use. New information on anti-discrimination legislation; measuring performance; hiring, firing, and retaining employees; and training and development plans The latest info on online and social media policies Updated forms and contracts, from job application forms and sample employee policies to performance appraisals and benefit plan worksheets If you're currently working in Human Resources or are responsible for employees in your business, the tools presented here help you maximize the effectiveness of your own HR program.
This book will be valuable to anyone who seeks employment or advancement in the human resources or personnel field. Those who want to transition out of the human resources or personnel field will also find helpful advice and strategies for transitioning into new industries. All resumes shown are of real people who used their resumes (and cover letters) in real job hunts. Resumes in this book contain jobs such as Administrative Services Manager, Assistant Personnel Administrator, Chief of Personnel Management, Director of Human Resources, Employee Relations Manager, Human Resources Analyst, Human Resources Director, Personnel Administrator, Training and Benefits Supervisor, Personnel Counselor, Drug Testing Administrator, Recruiting Manager, Staffing Specialist, Temporary Placement Supervisor, Training Program Manager, and many others. Each resume is accompanied by a companion cover letter.
When you have worked in the real estate industry or property management field, you need to see "pictures" of resumes from others with similar backgrounds. (How much does it help you to look at resumes of nurses, CEOs, or teachers when you come to change fields or seek employment?) At last there is a book of resumes and cover letters tailored to your needs. See how professionals like you have shown their credentials and how they have used the specialized lingo of your field. This is YOUR resume book, written especially for you, if your background includes experience in real estate or property management -- or if you are trying to enter those fields for the first time. A book written just for you, by one of the most knowledgeable writers and editors who has specialized in helping job hunters.
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 of common when they create a resume, and this book 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 admin support, executive support, clerical, and secretarial responsibilities. For those who seek federal employment, theres a special section in the book showing how to create federal resumes and government applications.
Paradigms of Knowledge Management
Computerworld
ASPA News & Views
An Applied Learning Approach
175 High-Impact Resumes
Unbeatable Resumes
Written by the official resume advisers to Monster.com, this is the ultimate guide to creating life-changing resumes. The Career-Change Resume helps aspiring career-changers reinvent themselves by showing them how to transform their resumes. The book includes step-by-step instructions demonstrating how to craft resumes that open doors to new careers; more than 150 sample resumes and cover letters; valuable, innovative career-change tools and strategies; and solutions to common problems plaguing career-changers.
The ingenious guide to making your resume stand out from thecrowd . . . 175 High-Impact Resumes, Third Edition providesthe tools, tips, and examples you need to build a professionalresume that packs a punch. It guides you step by step through theprocess of constructing your resume and highlighting key componentswhile giving you a clear understanding of the design, content, andoverall performance of each part. You'll learn how and when to usea variety of resume formats, including chronological, functional,linear, and others. With 175 hand-picked, successful resumes of both experienced jobseekers and recent college grads, there's definitely a resume herethat suits your needs. Almost all the resumes in this newThird Edition have been revised and updated toreflect the current thinking and terminology of the employmentprofession. And there's more: A new chapter that provides a practical checklist of the "do's"and "don'ts" of resume writing Guidelines for preparing a professional electronic resume Results of an authoritative survey of employment professionalsthat highlight what employers look for in resumes Resumes across a wide array of occupational areas, includingadministration, finance, accounting, human resources, publicrelations, law, marketing, sales, technical services, engineering,education, retail, and many more By following the guidelines and model resumes in this invaluablebook, you can automatically build a highly effective professionalresume with wallop. Regardless of your level of experience and nomatter what industry you're in, 175 High-Impact Resumes,Third Edition will help you get the big interview and landthat knockout job.
The most comprehensive front office medical assisting resource available, Kinn's The Administrative Medical Assistant, 7th Edition provides unparalleled coverage of the practical, real-world administrative skills essential to your success in the health care office. This thoroughly updated, fully modernized edition combines current, reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market. Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter. Study more effectively with detailed Learning Objectives, Vocabulary terms and definitions, and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide & Procedure Checklist Manual. Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text. Master key skills through step-by-step instructions and full-color illustrations that clarify procedures. Sharpen your analytical skills and test your understanding of important concepts with critical thinking exercises. Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes. Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website. Familiarize yourself with the latest administrative office trends and issues including the Electronic Health Record. Confidently prepare for the CMA and RMA certification exams with a new online appendix that mirrors the exam outlines and provides fast, efficient access to related content. Find information quickly and easily with newly reorganized chapter content and charting examples. Reinforce your understanding through medical terminology audio pronunciations, Medisoft practice management software exercises, chapter quizzes, review activities, and more on the completely revised companion Evolve Resources website.
Need serious help with your rTsumT? Turn to the employment expert Dr. Phil calls ôthe best of the bestò!What does Tony Beshara do that most rTsumT ôexpertsõ don't? While the experts write rTsumTs all day, Tonyùthe veteran placement specialist featured regularly on the Dr. Phil showùactually uses them to get people jobs. With Unbeatable RTsumTs, Tony dissects and discusses real-life rTsumTs for jobs in a wide range of industries from healthcare to banking, construction to technology, administration to sales and marketing, and more. The book shows readers how to build a powerful rTsumT, utilize keywords effectively, use gaps and job changes to their advantage, and pair their rTsumTs with concise, dynamic cover letters. He complements his expertise (he has personally placed more than 8,500 professionals) with the results of a survey of more than 3,000 managers, executives, HR specialists, and other hiring authorities about what gets rTsumTs read, interviews granted, and jobs offered. Readers will learn: ò The critical components of well-written rTsumT ò How to ensure their rTsumT actually gets read... by the right people òWhat employers look for, and what turns them off ò How to customize a rTsumT for a particular job ò The truth about video rTsumTs, job-search websites, and social networking sites like FaceBook, LinkedIn, andMySpace ò And much more Unbeatable RTsumTs shows job seekers of all types how to present themselves in the best possible lightàfor the best possible position.
Write the Perfect CV and Get that Job
Resumes and Cover Letters for Managers
A New Gallery of Best Resumes by Professional Resume Writers
Kinn's The Administrative Medical Assistant E-Book
Knock 'em Dead Resumes
Ask a Manager
For more than 20 years, Network World has been the premier provider of information, intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations. Readers are responsible for designing, implementing and managing the voice, data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce.
In its 114th year, Billboard remains the world's premier weekly music publication and a diverse digital, events, brand, content and data licensing platform. Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music, video, gaming, media, digital and mobile entertainment issues and trends.
This is the most helpful and comprehensive resume book you can buy. It includes more than 400 success-proven resume expamples that teach you how to personalize your resume according to your own unique career situation. The 17 chapters contain resumes that cover all major industries, span all job levels from entry-level to CEO, and are helpfully arranged by both job field and title to make it easy for you to quickly locate the resumes that address your particular field or situation. The first chapter includes expert advice on what to include on your resume and what to omit, what to emphasize and what to tone down. It is specifically designed to keep reading to a minimum, so you can start sending out your resume as soon as possible. The second chapter, devoted to creating hard-hitting cover letters, includes 40 examples tht cover a wide varitey of typical career situtations, while the third chapter include 30 includres 30 resumes that cover difficult circumstance. There is even a chapter devoted to students to help new graduates joining the workforce.
The Resume Handbook
Including Real Resumes Used to Change Careers and Transfer Skills to Other Industries
Network World
MBA Programs 2010
Caterer & Hotelkeeper
The Ultimate CV Book