



Wow! Resumes for Administrative Careers: How to Put Together A Winning Resume

Rachel Lefkowitz

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The first and only resume-writing handbook designed expressly for secretaries and other office workers, this savvy guide shows you how to use leading-edge strategies to sell your special skills, talents, and achievements in a polished, powerful resume that will dazzle employers. Best of all, you'll learn how to beat the competition with a targeted resume that zeroes in on a prospective employer's exact needs. Loaded with precise details, samples, and examples, it reveals how to hook an employer's interest in the first few lines; enhance all job descriptions with powerful, professional wording, transform even menial job tasks into impressive information; discover and showcase skills and achievements you never even knew you had; customize your resume to specific job positions, write a dynamite cover letter; and much more.

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