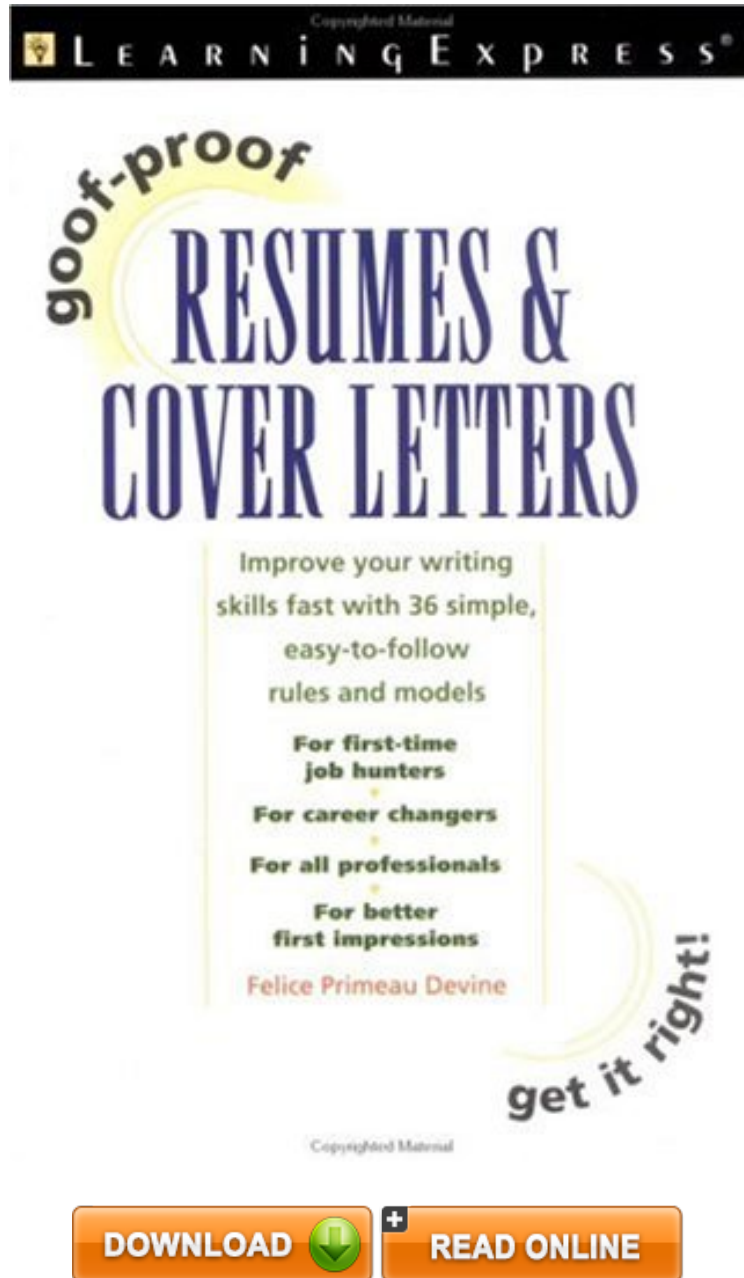


## Goof-Proof Resumes Cover Letters

*LearningExpress Editors*  
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#7142336 in Books Learningexpress, Llc 2007-03-20Original language:EnglishPDF # 1 9.06 x .20 x 6.111, .44 #File Name: 1576854620144 pages | File size: 31.Mb

**LearningExpress Editors : Goof-Proof Resumes Cover Letters** before purchasing it in order to gage whether or not it would be worth my time, and all praised Goof-Proof Resumes Cover Letters:

2 of 3 people found the following review helpful. create a terrific resume - fast!By A CustomerThis is possibly the only book on the market that addresses today's resumes and cover letters and how to submit them properly. The rules system makes finding information in this guide easy. If you know the basics, you can quickly turn to the areas where you need help (without enduring the boring diatribes found in most career books that really only serve to tell you what

you already know). Finally -- a foolproof guide to resumes and cover letters and nothing else! It worked for me!

In today's tough job market, the perfect resume and cover letter are a must for every job seeker. Learn the appropriate formats; find out how to best express skills, experience, and education; and gain valuable advice and tips on everything from electronic submission to proper punctuation and style with the Groof-Proof method: brief, manageable, easy-to-understand lessons, rules, and practice!

About the Author Felice Primeau Devine is a reference writer who has written four other books in the Goof-Proof series: Goof-Proof Interviews, Goof-Proof Resumes and Cover Letters, Goof-Proof Grammar, and Goof-Proof Spelling. She is also the author of Pharmacy Technician Career Starter.