



Resume Guide: How to Look Good on Paper!

Resume Writing Guide for Diverse College Students and New Alumni (1)

Marcia F Robinson MBA

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In today's highly competitive workforce, it is imperative that you stand out from your peers and showcase your brand. You never get a second chance to make a first impression, so putting your best foot forward is of utmost importance.

The value of a great-looking résumé extends far beyond the finished product and into the actual job-search process itself. In identifying and refining pertinent skills, goals, and career objectives, we begin to learn more about who we are and what we want to do.

Author Marcia F. Robinson, SPHR, SHRM-SCP, uses her more than fifteen years of experience to shed light onto what employers are looking for when hiring. Her step-by-step instructions, best practices, and action items help to ensure that your résumé is presented in the way human resource professionals want to see it.

Robinson's guide includes sixty FAQs that are crucial to consider when writing your résumé, valuable keywords, a powerful exercise to help identify your strengths and areas for professional development, and a master checklist.

Résumé Guide is an essential tool for the college student prepping for graduation, the recent alumni looking for his or her first job, or anyone writing their first résumé.

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