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<b>OBJECTIVE</b>	Use concise language to describe the position you are seeking – be job specific, do not write a paragraph, but limit it to one sentence.	
<b>EDUCATION</b>	<b>List degree here</b> Name and address of college (Shepherd University, Shepherdstown, WV) List GPA (only if 3.0 or higher) and academic honors/scholarships if desired	Graduation Date
<b>RELATED EXPERIENCE</b>	<b>Title of position, Name of organization</b> City/State (do not list street address) <ul style="list-style-type: none"><li>• State in reverse chronological order, most recent experience first</li><li>• Begin sentence fragments with action verbs to describe responsibilities and accomplishments</li><li>• Include examples of transferable skills such as teamwork, leadership, organization and communication</li></ul>	Dates
	<b>Title of position, Name of organization</b> City/state (do not list street address) <ul style="list-style-type: none"><li>• Be sure to list internships, co-ops, or field experience</li><li>• Include campus or other organization involvements that are relevant to the position</li><li>• List both paid and unpaid experiences that are related to the position you are seeking</li></ul>	Dates
<b>WORK EXPERIENCE</b>	<b>Job Title, Name of organization</b> City/State <ul style="list-style-type: none"><li>• List other related work experience in this section</li><li>• Include transferable skills utilized in this position</li></ul>	Dates
<b>RELEVANT SKILLS</b>	List foreign languages, computer and other technical skills	
<b>ACTIVITIES</b>	Include cross-cultural experiences, extracurricular activities and volunteer / community service projects. Mention membership and leadership positions in related campus or professional organizations.	

Length should be one page unless you have extensive experience.  
Keep font size .10 – .12 pt (go up to .14 for headings).  
Avoid decorative fonts that may not copy or scan well (Arial and Times New Roman are standard).  
Use good quality resume paper (white or light color)

# Resume Guide 2013

**Brian E. Howard**



## **Resume Guide 2013:**

What Color Is Your Parachute? Guide to Rethinking Resumes Richard N. Bolles, 2014-05-06 The first resume book from the What Color Is Your Parachute career guru Richard Bolles Resumes get an average of eight seconds of attention before going in the trash or getting on the shortlist That's just one of the findings reported here as legendary career expert Richard N Bolles presents new research about resumes in a guide that summarizes everything job hunters and career changers need to know about this essential tool This timely resource features the latest research on important resume topics such as key words soft skills scanning software social media and online posting Bolles argues that on the basis of what we now know we need to rethink what a resume is and how it should be written He details the words that must be avoided and the words that must be used on a resume that wins you interviews This slim volume distills a huge amount of information down to its very essence Armed with tips and shortcuts based on the author's decades of experience you can craft a resume and cover letter that will stand out to your dream employers and increase your chances of getting interviews and landing jobs

**Motivated Resumes & LinkedIn Profiles** Brian E. Howard, 2017-11-01 Book Five in Motivated Series by Brian E Howard Resumes are the cornerstone to any successful job search and this resource gives you unprecedented insight and advice from more than a dozen of the most experienced and award winning resume and LinkedIn profile writers in the industry Get inside the minds of these writers to learn how to create impactful materials that get you interviews and job offers Learn how they think about keywords titling branding accomplishments format color design and a host of other resume writing and LinkedIn profile considerations Become an insider and learn the secrets from some of the very best

**Marketing Your Value** Michael Edmondson, 2015-01-30 This book is an excellent read for college students recent graduates and mid career professionals as they navigate their careers and prepare for the next step towards their professional goals Pareena Lawrence PhD Provost and Dean of the College Professor of Economics Augustana College Rock Island Illinois In the tradition of What Color is Your Parachute and What Should I Do With My Life Marketing Your Value 9 Steps to Navigate Your Career is likely to be invaluable to anyone who is entering the job market considering a change of direction or advising those who are William Pannapacker PhD Professor of English Director of the Andrew W Mellon Foundation Scholars Program in the Arts and Humanities Faculty Director of the Great Lakes Colleges Association's Digital Liberal Arts Initiative Hope College Navigating the chaos in today's global marketing place including global unemployment and underemployment the digital revolution and technological advancements requires a sophisticated strategy that is built upon the paradigm that professional development is directly linked to personal growth To grow as a professional therefore one must increase their self awareness build a compelling brand and then communicate their message in a clear and consistent fashion This book explains how professionals can market their value to navigate their career and live a life of purpose Divided into three sections this publication offers you an opportunity to assess your personal and professional skills challenges you to create a compelling

personal brand and helps you develop the communication materials necessary to navigate your career     *Building Your Career in STEM* Angela Ziebell, Rebecca Yee, 2024-12-04 Are you a science student wondering how to turn your degree into a fulfilling career Or are you a recent graduate struggling to navigate their options in the post degree world Well this book is your ultimate roadmap to success With practical tips for developing your skills building your network and standing out in a crowded job market you ll be well on your way to a rewarding career in no time This book aims to support all students and graduates in the STEM subjects seeking employment and navigating their first few years in the workplace From finding employment and CV and cover letter writing to networking and improving employability this book covers the essential skills that you need to kickstart your career Also included are helpful insights from successful graduates working in a variety of different careers and more seasoned professionals imparting their hard earned wisdom and more importantly outlining what employers are most looking for in science and technology graduates and how you can maximise your appeal to potential employers and plan for a future beyond university Start building a successful career in STEM by crafting your own professional profile with the help of this book     Go Forth and Get a Job! Suly Rieman, 2015-04-14 Suly Rieman has helped thousands of new college graduates effectively prepare for their job search She has an unwavering passion for helping college students be fully prepared with effective job search documents and interviews In *Go Forth and Get a Job* she provides insightful and practical advice to help new grads think about and strategize for the next steps This guide is easy to follow and streamlined to help new college graduates as they take on the courageous act of seeking employment after graduation

The SAGE Guide to Writing in Corrections Steven Hougland, Jennifer M. Allen, 2019-12-02 The SAGE Guide to Writing in Corrections equips students with transferable writing skills that can be applied across the field of corrections both academically and professionally Authors Steven Hougland and Jennifer M Allen interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident writer in their classes and in the field     **The SAGE Guide to Writing in Criminal Justice** Steven Hougland, Jennifer M. Allen, 2019-02-26 The SAGE Guide to Writing in Criminal Justice provides students studying crime with a how to manual for effective writing in institutions of higher learning professional settings public and private agencies and beyond It is an easy accessible resource for anyone hoping to learn the nuts and bolts of writing for criminal justice audiences Christina Mancini Virginia Commonwealth University Wilder School of Government and Public Affairs The SAGE Guide to Writing in Criminal Justice equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Steven Hougland and Jennifer M Allen interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident report writer and student in criminal justice Students are also exposed to a number of best practices for academic and professional writing such as research papers resumes and cover letters and report writing The perfect companion for any introductory criminal justice course this brief text focuses on key

topics that will benefit students in their classes and in the field      **Over 50 and Motivated** Brian E. Howard,2017-04-01  
Book Three in Motivated Series by Brian E Howard It happened It may have been a surprise or it could have been anticipated but at this point what does it matter You lost your job Or the frustrations at your current job have hit the boiling point You just can't take it anymore In either case change is inevitable But you're over the age of 50 and intellectually or intuitively you know your age could be a factor in your job search and you are right There are age related biases that exist in the job market that will work against you According to government statistics job seekers over 50 encounter more difficulty in getting new jobs and suffer notably longer unemployment than their younger counterparts But these statistics do not have to apply to you First immediately stop with the worry and negative thinking You're in a better position than you think There are employers out there that not only will hire you they are looking for you The key is to find them sell them on you and get them to hire you It's not as hard as you may think In the Over 50 and Motivated Brian E Howard will teach you a systematic approach for conducting a real world job search based on years of frontline recruiting experience helping thousands of tenured job seekers just like you He will teach you how to effectively conduct a job search in today's job market and techniques to successfully combat age biases He will show you how to get job offers and your next fulfilling career position Help is at your fingertips

**Essentials of Nursing Leadership & Management** Sally A Weiss,Ruth M Tappen,Karen Grimley,2019-03-29 Transition from student to professional with confidence Stepping out of the classroom and into professional nursing practice can be stressful This handy guide will build your confidence and prepare you to meet the challenges you'll face as a new staff nurse in today's dynamic health care environment You'll explore your future responsibilities as a leader and a manager and the workplace issues and trends that you'll encounter in practice      Careers in Janitorial and Cleaning Services Don

Rauf,2014-12-15 It may not be the most glamorous field but janitorial and cleaning are essential services that are always needed by businesses and homeowners even when the economy is in a downturn The Bureau of Labor Statistics predicts steady growth for janitorial opportunities over the next 10 years In this volume readers will learn practical information that will help them pursue and secure a custodial job such as obtaining certification and questions to ask in an interview In addition the book addresses the different tasks janitors are responsible for and current advances in the industry like environmentally friendly cleaning practices and sophisticated machinery      **Working in Community Health:**

**Foundations for a Successful Career** Karen M. Perrin,() (Kay) M. M. M. Perrin,2023-02-14 Working in Community Health Foundations for a Successful Career prepares community health workers for employment with the potential of a career ladder This book provides knowledge required for effective employment skills understanding basic anatomy and physiology of common chronic diseases teaching how to access and understand health knowledge resume development and interview proficiency Written at a community college literacy level and provides an overarching foundation for several public health and clinical careers such as nursing health education physician assistant and counseling Divided into four sections the book

teaches medical terminology body systems and most common chronic diseases and their prevention links between social and environmental issues and health promotion and prevention and resume writing and interviewing skills The chapters cover a summarized list of the most common state and national competencies for community health worker training **Standard and Poors 500 Guide 2013** Standard & Poor's,2012-12-21 The most up to date and accurate market intelligence for superior investment decisions from the world s premier financial index Standard Poor s 500 Guide 2013 Edition contains hard to find data and analysis on the bluest of blue chip stocks from Abbot Labs and GE to Microsoft and Yahoo Comprehensive and fully updated information from year to year stock values to overall company performance make this the only resource you need to optimize your investment performance Standard Poor s provides the respected Standard Poor s ratings and stock rankings advisory services data guides and several closely watched and widely reported gauges of stock market activity 2013 International Conference on Advanced Education Technology and Management Science(AETMS2013) S. K. Chen,T.R. Vijayaram,2013-12-12 2013 International Conference on Advanced Education Technology and Management Science AETMS2013 aims to provide a forum for accessing to the most up to date and authoritative knowledge from both Education Technology and Management Science AETMS2013 features unique mixed topics of Education technology Teaching theory psychology Sport Pedagogy Management science and engineering Finance and economics and so on The goal of this conference is to bring researchers engineers and students to the areas of Education Technology and Management Science to share experiences and original research contributions on those topics Handbook of Research on Threat Detection and Countermeasures in Network Security Al-Hamami, Alaa Hussein,Waleed al-Saadoon, Ghossoon M.,2014-10-31 Cyber attacks are rapidly becoming one of the most prevalent issues in the world As cyber crime continues to escalate it is imperative to explore new approaches and technologies that help ensure the security of the online community The Handbook of Research on Threat Detection and Countermeasures in Network Security presents the latest methodologies and trends in detecting and preventing network threats Investigating the potential of current and emerging security technologies this publication is an all inclusive reference source for academicians researchers students professionals practitioners network analysts and technology specialists interested in the simulation and application of computer network protection The Motivated Job Search: 2nd Edition Brian E. Howard,2018-07-01 Book one in the Motivated Series by Brian E Howard b brbriIf you re conducting a job search for a professional position or considering such a job search you should read this book Brian Howard provides a thorough approachable guide to each of the components of a job search that will help you be the selected candidate b ibrbriThe Motivated Job Search Second Edition This book provides the informational steps to conduct a job search but more importantly strategic insight from someone who is actively engaged in front line recruiting These strategic insights include using the psychology of persuasion understanding the mind and motivations of an employer maximizing the use of accomplishments optimizing your LinkedIn profile and six unique tactics that will create

differentiation from other job seekers      Handbook of Research on Future of Work and Education: Implications for Curriculum Delivery and Work Design Ramlall, Sunil, Cross, Ted, Love, Michelle, 2021-10-08 Higher education has changed significantly over time In particular traditional face to face degrees are being revamped in a bid to ensure they stay relevant in the 21st century and are now offered online The transition for many universities to online learning has been painful only exacerbated by the COVID 19 pandemic forcing many in person students to join their virtual peers and professors to learn new technologies and techniques to educate Moreover work has also changed with little doubt as to the impact of digital communication remote work and societal change on the nature of work itself There are arguments to be made for organizations to become more agile flexible entrepreneurial and creative As such work and education are both traversing a path of immense changes adapting to global trends and consumer preferences The Handbook of Research on Future of Work and Education Implications for Curriculum Delivery and Work Design is a comprehensive reference book that analyzes the realities of higher education today strategies that ensure the success of academic institutions and factors that lead to student success In particular the book addresses essentials of online learning strategies to ensure the success of online degrees and courses effective course development practices key support mechanisms for students and ensuring student success in online degree programs Furthermore the book addresses the future of work preferences of employees and how work can be re designed to create further employee satisfaction engagement and increase productivity In particular the book covers insights that ensure that remote employees feel valued included and are being provided relevant support to thrive in their roles Covering topics such as course development motivating online learners and virtual environments this text is essential for academicians faculty researchers and students globally      **Computer Security Handbook, Set** Seymour Bosworth, M. E. Kabay, Eric Whyne, 2014-03-24 Computer security touches every part of our daily lives from our computers and connected devices to the wireless signals around us Breaches have real and immediate financial privacy and safety consequences This handbook has compiled advice from top professionals working in the real world about how to minimize the possibility of computer security breaches in your systems Written for professionals and college students it provides comprehensive best guidance about how to minimize hacking fraud human error the effects of natural disasters and more This essential and highly regarded reference maintains timeless lessons and is fully revised and updated with current information on security issues for social networks cloud computing virtualization and more      The Job Tree: Winning Your Next Job Lee Smith, 2021-02-24 Winning a new job can be a challenge Jobs are changing worldwide Technological change globalization and economic disruptions like recessions all have an impact Workforces are becoming increasingly mobile with frequent job changes This book will help you develop the skills and documents for successful job hunting It provides expert advice resources and support It also helps you develop your resum social media bio and interview skills The book contains step by step guidance and tips on how to handle the complex field of job searching The Job Tree will help you win your next job      **4**

**Pillars: Creating a Life on YOUR Terms** Geoff Smith, 2022-05-21 What does it feel like to create a life on your terms Where your health relationships finances and mindset are all supercharged with positive momentum and intent The 4 Pillars offers a template on how to shape your life towards fulfilment in these areas where you learn to master your health take control of your relationships grow your finances and develop a clear and positive mindset The 4 Pillars is your roadmap to a better life

**Negotiation & Dispute Resolution** Beverly J. DeMarr, Suzanne de Janasz, 2023-12-12 Formerly published by Chicago Business Press now published by Sage Negotiation and Dispute Resolution Second Edition utilizes an applied approach to covering basic negotiation concepts while highlighting a broad range of topics on the subject Authors Beverly J DeMarr and Suzanne C de Janasz help students develop the ability to successfully negotiate and resolve conflicts in a wide variety of situations in both their professional and personal lives



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