



## Resume 101: A Student and Recent-Grad Guide to Crafting Resumes and Cover Letters That Land Jobs

By Quentin J. Schultze

Ten Speed Press. Paperback. Book Condition: New. Paperback. 144 pages. Dimensions: 10.8in. x 8.4in. x 0.5in. Minimal job experience No problem! Youve just graduated and are ready to land your first real job after college or high school. But how do you write the first rsum and cover letter of your career if you dont have any previous jobs to list How do you stand out above the other applicants--including people with more experience who are out of work--with your summer job at the diner, internship at the local paper, or spot on the Ultimate Frisbee team Dr. Q to the rescue! For two decades, communication professor Quentin Schultze has been teaching rsum-writing to college students and recent graduates, helping them identify their strengths and transferable skills from their unique life experiences--from extracurriculars to part-time jobs to internships to volunteering. With Rsum 101, youll discover the secrets to composing strong, impressive resumes and cover letters, such as: What to include when you lack professional experience How to get great references and recommendations Why to use a summary rather than objective statement When to include hobbies, travel, and technology skills What to do if your GPA isnt sky-high Which designs and basic...



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