



Real-Resumes for Administrative Support, Office & Secretarial Jobs

Anne McKinney

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Those who seek jobs in the office support field will find this book to be a valuable resource! Office managers, administrative assistants, executive aides, and other office support personnel have a lot in common when they create a resume, and this book shows resumes and cover letters of individuals who want to find work ranging from office management to clerical. No matter what industry or type of work--medical, manufacturing, nonprofit, and other environments--this book will provide a competitive edge to those who seek employment which involves administrative support, executive support, clerical, and secretarial responsibilities. For those who seek federal employment, there's a special section showing how to create federal and government applications. Whether the reader wants to stay in the administrative support field or transition into another type of work, this book will help. It shows samples of resumes and cover letters that worked for real people. Newcomers to the field will learn how to show off their potential and skills to best advantage, and experienced professionals will find help in advancing to the best technical, management, and sales positions in the industry. Changing fields? Office and secretarial professionals often change fields, too, and the book includes resumes of individuals who have successfully transitioned into other areas. A "bonus" of the book is that it also shows samples of paperwork involved in obtaining federal government positions; for example, the book includes samples of the KSAs as well as the "resumix" often required to apply for federal positions. Praise for books in the Real-Resumes Series: "Distinguished by its highly readable samples." - Library Journal "These excellent new guides don't just provide the usual coverage on how to write a resume. They provide industry-specific examples, industry-specific tips and cautions, and industry-specific strategies based on real-world resumes. Since many technical types aren't writers, this comes as a special gift; select a winning format, plug in your background specs, and away you go. It's that easy--with Real-Resumes in hand."-- The Midwest Book Review Testimonials from people who have successfully used this book: "Secretaries and administrative support people are different from nurses and business executives, so I really needed a book that showed me how to present my specialized background and skills." A. Augustine "The Real-Resumes Series showed me how to prepare the resume needed for federal employment. I am in a GS-07 position, thanks to the great samples provided by the Real-Resumes Series." P. Dosteche "Don't waste your time sending out resumes that are not very good. Find a great resume sample of someone in your field. That's what this series does--it personalizes the process of resume writing and allows you to find samples that really help you create a great resume and cover letter." B. Delphina

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