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Taking the Next Step: Guide to Creating High School Resumes and Portfolios (Mixed media product)

By J. Farr, The Editors at JIST, Kathryn Troutman

Cengage Learning, Inc, United States, 2006. Mixed media product. Book Condition: New. 274 x 216 mm. Language: English . Brand New Book. This workbook shows students how to turn high school classes, activities, and accomplishments into both resumes and portfolios that get results. Students learn how to organize important information about themselves- their objectives, skills, education, and work and volunteer experience. In the process, students become aware of their values, their responsibilities, and areas where they need more experience. They also clarify their career and education goals, explore available resources, and determine their life direction. This unique resource provides inspiring examples based on the resumes of real students and presents invaluable information on developing networking skills, contacting potential employers, completing applications for employment, and understanding the skills required for retaining jobs. Students will gain experience in answering interview questions and writing the business communication pieces of cover letters and thank-you notes.



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