



The Harvard Guide to Careers: New Edition

Martha P. Leape, Susan M. Vacca

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Geared toward both the recent liberal arts graduate and the career-changer, this handbook should guide the reader through the entire career process, from identifying and researching a career to securing a job. It includes chapters on career exploration, self-assessment, letter writing, resumes, interviewing and graduate study. Career field profiles provide information about advertising, banking, education, government and politics, high tech, management consulting and public service. This edition has expanded annotated bibliographies of descriptive literature and directories, updated sample letters and resumes and a new section on financial planning. An index of resources by career field and an index of titles provide quick and easy access to the items listed in the bibliographies.



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