



Creating Your High School Resume: A Step-By-Step Guide to Preparing an Effective Resume for College, Training, and Jobs [With CDROM]

Kathryn Kraemer Troutman

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This classroom-tested workbook shows students how to turn courses, activities, natural abilities, and accomplishments into resumes that get results--no work experience needed. An important aspect of creating resumes is that students learn to articulate what they have to offer. Students answer straightforward questions to quickly define their skills and interests. They build their own resumes, step by step. Many case studies and examples show students firsthand how to focus, organize, write, format, and use resumes. This resource works well in school-to-career programs, English classes and many other youth programs or courses.

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