



# The Guide to Basic Resume Writing

*Public Library Association, Editors of VGM*

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From the first-time job seeker to those reentering the job market after an absence to those considering a career change, this comprehensive guide offers complete, easy-to-use guidelines for building a strong, effective resume. The only resume guide branded by the Public Library Association, this revised edition features all-new information on electronic resumes, the proper use of E-mail addresses and correspondence, and basic online job search strategies. It's a must-have for anyone seeking employment in today's demanding, highly competitive job market.

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