Real-Resumes for Administrative Support, Office Secretarial Jobs (Paperback)

By Anne McKinney

Createspace Independent Publishing Platform, United States, 2012. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****.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 books 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...

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