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AUTHOR Loveston, Elizabeth A.; And Others
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ABSTRACT

This paper presents a step-by-step guide for developing a resume as part of a job search campaign. The paper presents the following information: purposes of the resume; steps in resume development; resume format; resume headings; and some "do's and some 'don't's." The paper also includes a list of 161 action verbs for use in resume development, a resume worksheet, and 8 sample resumes. (SC)

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