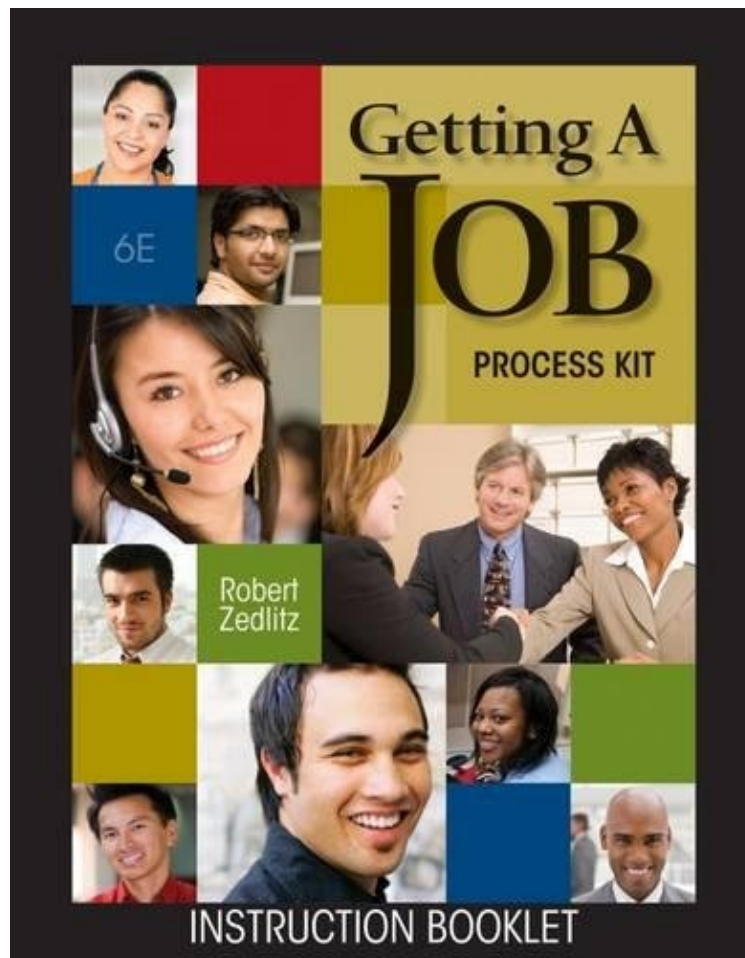


[Download free ebook] Getting a Job Process Kit (with Resume Generator CD-ROM) (Electronic Career Portfolio)

Getting a Job Process Kit (with Resume Generator CD-ROM) (Electronic Career Portfolio)

Robert H. Zedlitz

*ebooks | Download PDF | *ePub | DOC | audiobook*



DOWNLOAD



READ ONLINE

#1343309 in Books Cengage Learning 2010-02-18Original language:EnglishPDF # 5 12.50 x .50 x 9.751, 1.35 #File Name: 053845041X160 pages | File size: 58.Mb

Robert H. Zedlitz : Getting a Job Process Kit (with Resume Generator CD-ROM) (Electronic Career Portfolio) before purchasing it in order to gage whether or not it would be worth my time, and all praised Getting a Job Process Kit (with Resume Generator CD-ROM) (Electronic Career Portfolio):

0 of 0 people found the following review helpful. Five StarsBy Customervery helpful0 of 0 people found the following review helpful. Ok for beginners, not necessary for experiencedBy BAPIf I was making my very first resume this could be helpful.I only bought this kit for a class I was taking. Since I have had many resumes in the past, this wasn't helpful.The one feature I liked but hated was the resume style maker. You plug in all your info--name, address, education, work experience, etc. Then you can try different styles to see what they look like with your info on them. The problem is you cannot transfer the completed resume to a jump drive to take it with you and later print out. It is a

software program that only works on the computer you install it on. 0 of 0 people found the following review helpful. Missing a book of the set? By Customer: I didn't know but this textbook is originally a set of two books and a CD. It contained only one book and CD, missing another book. If it did mention in the description, I wouldn't have bought. I ended up buying the brand new set at my school.

GETTING A JOB: PROCESS KIT, Sixth Edition, a step-by-step guide to help students find and get the job they want, is now better than ever! This up-to-date, hands-on simulation shows students how to identify and match personal skills with job interests, prepare a resume and keep it updated, and research jobs and companies using the Internet and other sources. The simulation begins with a fun and helpful self-assessment, which students then use to research and explore suitable career options. For additional support, the kit reviews the employment process, provides worksheets and advice to boost students' confidence when pursuing employment, and outlines a graceful way to leave a job. An updated **RESUME GENERATOR CD**, included with each simulation, helps students easily prepare personalized, professional resumes and other employment documents, which they can organize and store in a provided resume cover and employment portfolio. Students can also use the CD to create a personal profile for the job search or review numerous sample employment documents, including resumes and cover letters with correct content and formatting. In addition, the CD includes helpful tips on how to develop a winning resume, what type of cover letter to use and when, action words that sell, and other employment documents to help ease the job search process.

Part 1: SELF-ASSESSMENT AND CAREER OPTIONS. Step 1. Discover Yourself-Who Are You? Step 2. Research and Explore Career Options. **Part 2: JOB SEARCH: EMPLOYMENT DOCUMENTS AND JOB LEADS.** Step 3. Resume. Step 4. Cover Letter. Step 5. Employment Application. Step 6. Finding Job Leads and Researching a Company. **Part 3: THE INTERVIEW.** Step 7. How to Prepare for an Interview. Step 8. During the Interview. Step 9. After the Interview. **Part 4: LEAVING A JOB-GRACEFULLY.** Step 10. What to Do Before Leaving a Job. Step 11. The Best Way to Leave a Job. Step 12. Reference Letter. **Part 5: USING THE RESUME GENERATOR CD.** Sample Documents: General Resume, Specific Resume, Reference List, Cover Letters, Post-Interview Letter, Resignation Letter, Reference Letter. **Part 6: SUPPLEMENTAL DOCUMENTS.** 1. The SCANS Report for America. 2. Getting a Job Now-Jobs that Do Not Require a 4- to 6-Year College Degree. 3. Job-Objective Resume. 4. Reading Between the Lines of a Classified Job Ad. 5. Action Verbs That Get Results. 6. Transferable Skills Cover Letter. 7. Reynolds Corporation Employment Application. 8. Mid-Level Employment Application-World Corporation. 9. Internet Links From the Bureau of Labor Statistics. 10. Practice Interview Evaluation Form. 11. Federal Laws to Prevent Discrimination in Hiring. 12. Pre-Employment Inquiry Guidelines. 13. Post-Interview Thank-You Letter. 14. What Your Boss May Expect You to Know. 15. Career Growth and Self-Evaluation. 16. Career Change Resignation Letter. 17. Employer Reference Letter. **About the Author** With over 40 years of instructional experience in business, work, and career education, Robert H. Zedlitz understands what is required for students to gain employment. His experience as a teacher, department chair, and district coordinator in career and work experience education in Fremont, California, gives him firsthand knowledge of the practical applications of **GETTING A JOB: PROCESS KIT**. His experience includes service on the Fremont Unified School System District Curriculum Committee and the Career Education Consortium Committee for the California State Department of Education.