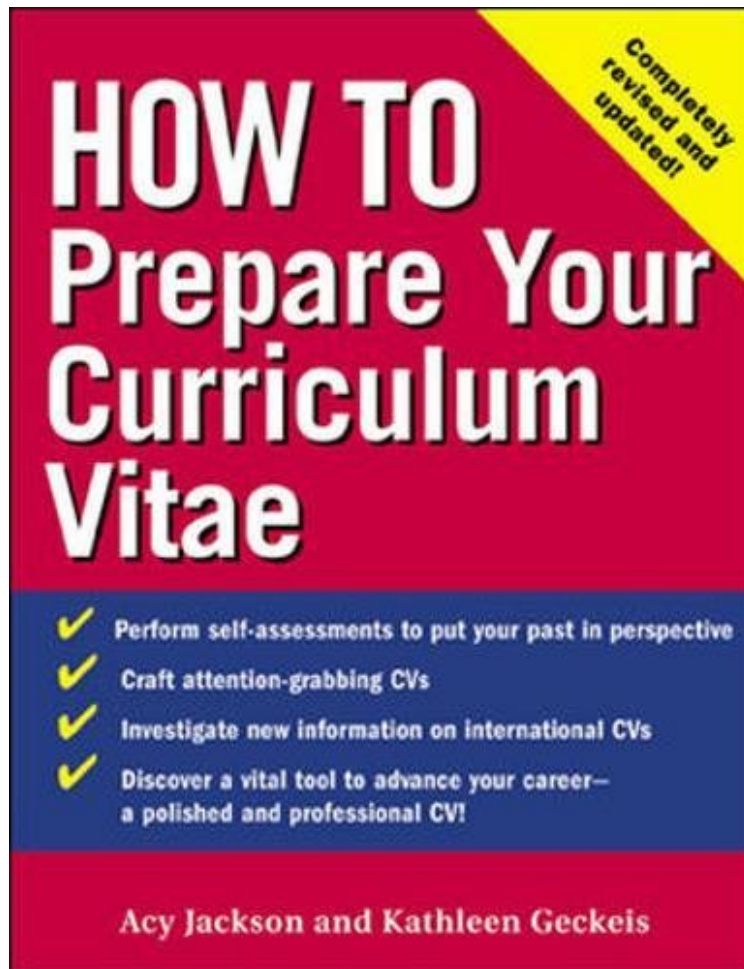


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How to Prepare Your Curriculum Vitae (How To?series)

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Acy Jackson, Kathleen Geckeis : How to Prepare Your Curriculum Vitae (How To?series) before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Prepare Your Curriculum Vitae (How To?series):

0 of 0 people found the following review helpful. Not impressed...By D_FieldsI was eagerly awaiting my order of this book, as I am applying to PhD programs in the fall and have long been searching for an effective way to vamp up my CV. This book is pretty much useless. It didn't tell me anything I didn't already know, except for maybe one thing that I'm not even sure is that useful. All it has is "exercises" that are pretty much useless, too. How the hell is writing how I'm feeling about writing my CV going to make it better? All of the directions are incredibly vague and the samples are lacking. Actually, I feel like the samples are more in the lines of piss-poor. I have found better samples on the internet. Do yourself a favor and spend a little more on a better book.0 of 0 people found the following review helpful. Three StarsBy Maria Sok - but not great, especially if you are looking to apply for a professor position at a university0 of 0

people found the following review helpful. Go deeper than a ResumeBy Soon2bdoctaThis is an excellent for those like me who are seeking to heighten the awareness of employers particularly in education. As a doctoral student seeking to teach at the college level, this text is second to none. Moreover, it helps one to dig deeper into describing their passion like no resume could ever do. The authors appear to make plain the process of writing a vitae with some examples. Although I would have liked examples more closely related to education, it is a text that is well worth the read and I plan to put it to good use.

The curriculum vitae, a resume of educational and work background, is essential for undergraduates applying to graduate and professional schools. Now revised and updated, *How to Prepare Your Curriculum Vitae* helps readers to analyze their academic career and create the best "academic resume" possible. Features: A new chapter on crafting international CVs Sample CVs, including scannable and international Extensive appendix material with a comprehensive list of action verbs and a bibliography of style books and manuals

From the Back CoverYou've received your bachelor's degree and after careful consideration have decided to continue your education at graduate or professional school. When you get your application, however, you are stymied by the requirement to send a curriculum vitae. You've heard of it, but you thought only hopeful college professors had to have one. And you certainly have no idea how to go about writing one for yourself. You are not alone. Many applicants are surprised to find that what used to be required of academic job seekers is now essential for undergraduates applying to graduate and professional schools as well as those seeking employment in research, teaching, or management. *How to Prepare Your Curriculum Vitae* provides an in-depth explanation of the components of the curriculum vitae as well as step-by-step instructions for condensing your career history into a concise biographical sketch that underscores your assets. You'll learn to assess your educational and noneducational skills, inventory your accomplishments, and present the information in a format that follows the latest document guidelines. In addition, this newly revised edition includes: Tips on producing a scannable CV A new chapter on international CVs Sample CVs for a wide range of academic majors and professions Sample correspondence that gives you content and format guidance With its targeted advice and easy-to-follow plan, *How to Prepare Your Curriculum Vitae* offers everything you need to know to create a CV that will produce results and advance your academic or professional career. About the AuthorAcy Jackson is the president of Acy L. Jackson Associates, providing career, interpersonal, and intercultural consultation services for private-sector employers and educational institutions. Kathleen Geckeis is the manager of the Writing Center at Owens Community College.