

Best Resumes And Cvs For International Jobs Your Passport To The Global Job Market

An upper-level degree is a prized asset in the eyes of many employers, and nonfaculty careers once considered Plan B are now preferred by the majority of science degree holders. Melanie Sinche profiles science PhDs across a wide range of disciplines who share proven strategies for landing a rewarding occupation inside or outside the university.

"Originally published in hardcover in the United States by Crown Business, New York, in 2017"--Title page verso.

For more than 15 years, *The Academic Job Search Handbook* has assisted job seekers in all academic disciplines in their search for faculty positions. The guide includes information on aspects of the search that are common to all levels, with invaluable tips for those seeking their first or second faculty position. This new edition provides updated advice and addresses hot topics in the competitive job market of today, including the challenges faced by dual-career couples, job search issues for pregnant candidates, and advice on how to deal with gaps in a CV. The chapter on alternatives to academic jobs has been expanded, and sample resumes from individuals seeking nonfaculty positions are included. The book begins with an overview of the hiring process and a timetable for applying for academic positions. It then gives detailed information on application materials, interviewing, negotiating job offers, and starting the new job. Guidance throughout is aimed at all candidates, with frequent reference to the specifics of job searches in scientific and technical fields as well as those in the humanities and social

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sciences. Advice on seeking postdoctoral opportunities is also included. Perhaps the most significant contribution is the inclusion of sample vitas. The Academic Job Search Handbook describes the organization and content of the vita and includes samples from a variety of fields. In addition to CVs and research statements, new in this edition are a sample interview itinerary, a teaching portfolio, and a sample offer letter. The job search correspondence section has also been updated, and there is current information on Internet search methods and useful websites.

Professional resume and cover letter writers reveal their inside secrets for creating phenomenal cover letters that get attention and land interviews. Features more than 150 sample cover letters written for all types of job seekers, including the Before-and-After transformations that can make boring letters fabulous.

"A killer resume gets more job interviews."

Infused with real-life examples, self-analysis exercises, and advice from an industry professional, Rip the Resume is more than a "how to write a better resume" book; it's a proven system designed to challenge job seekers to take complete control and responsibility during a job search. Follow a ground-breaking roadmap on your journey to becoming the candidate that employers are seeking-whether you are a millennial looking to launch an exciting and fulfilling career or an experienced individual exploring greater career opportunities. Rip the Resume provides the tools you need to transform yourself into the candidate that employers are searching for: Cutting-edge guidance for job seekers in any field Vital resume deconstruction techniques to highlight important areas and downplay others to render a stronger document Winning conversation strategies to make a lasting impression during the interview Practical

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advice for using social media wisely, both in the job search and in building your personal brand. Rip the Resume is based on best practices and concepts that strengthen ANY job search.

In this exciting new book, experienced author, professor, and teacher Greg Privitera—2013 Advisor of the Year at St. Bonaventure University and recipient of the SBU Award for Professional Excellence in teaching in 2014—draws on his extensive expertise to give students a step-by-step plan for success in preparing for and applying to graduate school. Broad in scope and rich in detail, *Getting Into Graduate School* includes insights into how graduate school selection committees decide on candidates, a concrete freshman-to-senior-year plan, and samples of application materials, resumes, and cover letters. This empowering book provides everything students in psychology and the behavioral sciences need to map their course to academic and professional success.

Are you a graduate, postgraduate or PhD student? Building a CV or profile can be difficult for anyone, but especially for those whose first language is not English. This book is essential for those looking to promote themselves in the academic community, and can be used both for self-study, as well as in an English for Academic Purposes (EAP) course. The book contains tips, do's and don't's, and discussion points that can be used by instructors. Based on interviews with recruiters and an analysis of hundreds of CVs from around 40 different countries, the book is structured as a series of FAQs. Topics covered include: how recruiters and HR people analyse a CV whether using a template is a good idea how to present your personal details and whether to include a photo how to write an Objective and a personal profile what to write in each section (Education, Work Experience, Skills, Personal Interests)

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how to highlight your language, communication and team skills how to get and write references The last chapter of the book contains a simple template to help you get the job of your dreams! Other books in this series include: English for Writing Research Papers English for Research: Usage, Style, and Grammar English for Presentations at International Conferences English for Academic Research: Grammar / Vocabulary / Writing Exercises English for Academic Correspondence English for Interacting on Campus Adrian Wallwork is the author of over 40 books aimed at helping non-native English speakers to communicate more effectively in English. He has published with SpringerNature, Oxford University Press, Cambridge University Press, Scholastic, BEP and the BBC.

Outlines the best answers to key job-interview questions, presenting sample responses to frequently asked questions and offering tips on how to handle a critical job interview. Print version of the book includes free access to the app (web, iOS, and Android), which offers interactive Q&A review plus the entire text of the print book! Please note the app is included with print purchase only. The only book designed specifically to prepare students for the Adult-Gerontology Acute Care Nurse Practitioner (AG-ACNP) exams, this unparalleled review details the step-by-step journey from classroom to patient room and beyond. This book begins with proven test-taking strategies for students and provides an overview of common pitfalls for exam takers. It features question styles and content material from both the American Association of Critical-Care Nurses (AACN®) and American Nurses Credentialing Center (ANCC) exams, providing an overview of the certification exams written specifically by the certification organizations themselves. With more than 630 unique questions, this review contains completely up-to-date and evidence-based exam preparation. Practice questions are

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organized into body system review, special populations, and legal/ethical issues, and culminate in a 175-question practice test that represents the length, variety, and complexity of board exam questions. All questions' answers have accompanying rationales based on clinical practice guidelines. Completely unique to this publication, the last section of Adult-Gerontology Acute Care Nurse Practitioner Q&A Review guides one through the next steps after the exam—how to progress into practice with your new certification. **KEY FEATURES** Over 630 practice questions with answers and rationales The only current book publication designed specifically to prepare students for the AG-ACNP exams Contains the most current information and practice using published guidelines Exam tips and perils/pitfalls to avoid in test-taking Includes free access to interactive ebook and Q&A app—track and sync your progress on up to three devices!

The NAPA Bulletin series is dedicated to the practical problem-solving and policy applications of anthropological knowledge and methods. NAPA Bulletins are peer reviewed, and are distributed free of charge as a benefit of NAPA membership. The NAPA Bulletin seeks to: facilitate the sharing of information among practitioners, academics, and students be a useful document for practitioners contribute to the professional development of anthropologists seeking practitioner positions support the general interests of practitioners both within and outside the academy

In today's tightening job market, the interview is a key stage. But too often in job interviews, candidates freeze and can't find the words they need to make the best impression. Now this clear, concise guide shows the best way to answer all the essential questions.

Published by the American Geophysical Union as part of the Special Publications Series.

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Whether you are a science undergraduate or graduate student, post-doc or senior scientist, you need practical career development advice. Put Your Science to Work: The Take-Charge Career Guide for Scientists can help you explore all your options and develop dynamite strategies for landing the job of your dreams. Completely revised and updated from the best-selling To Boldly Go: A Practical Career Guide for Scientists, this second edition offers expert help from networking to negotiating a job offer. This is the book you need to start moving your career in the right direction.

The Winning CV Blueprint is a hands-on practical guide to teach students, recent graduates and young professionals how to sell themselves as an ideal candidate for any job. This book was written from a first-hand experience and point of view, with the author changing jobs five times within the space of two years working in two different continents. With the blueprint in this book which has produced tremendous results in the author's personal life, he has also used this same blueprint to help countless number of people review their CVs and applications to get a job or win a competitive slot. In this book, you will learn*How to write a job landing CV from scratch.*How to think like the employer and write a CV that stands out*How to communicate your value, skills and experience increasing your chances of getting an interview invite*How to edit your CV for every job you are applying for in a way that presents you as the best candidate.*How to handle manage limited job experience, career change or employment gaps*Visual examples of good and bad CV contents*And so much more. Free access to various CV Templates are also in the book.

Best Resumes and CVs for International Jobs Your Passport to the Global Job Market

The Only Job Hunter's Guide Written Specifically for the Pharmacy Field! This unique field-

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specific resource provides pharmacy students and professionals with the tools and step-by-step instructions they need to help them stand out in the crowd during their job search. The author covers all the essentials including writing an effective resume, curricula vitae, and job-related letters, and details how to prepare for an interview.

Today's job seekers need to "lose the resume" in order to land the right job. In this guide, Burnison shares the new rules of engagement in which seekers must learn to tell a story about themselves that speaks to their competencies, purpose, passion, and values.

Comprehensive and truly accessible, Technical Communication guides students through planning, drafting, and designing the documents that will matter in their professional lives. Known for his student-friendly voice and eye for technology trends, Mike Markel addresses the realities of the digital workplace through fresh samples and cases, practical writing advice, and a companion Web site — TechComm Web — that continues to set the standard with content developed and maintained by the author. The text is also available in a convenient, affordable e-book format.

Are you a graduate, postgraduate or PhD student? Are you simply looking for a new job in the private or public sector, in research or industry? If your aim is to produce a professional CV or resume, then this book is for you. Based on

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interviews with recruiters and HR managers, and an analysis of hundreds of CVs from around 40 different countries, the book is structured as a series of FAQs. Topics covered include: how recruiters and HR people analyse a CV whether using a template is a good idea the difference between a CV and a resume how to present your personal details and whether to include a photo how to write an Executive Summary what to write in each section (Education, Work Experience, Skills, Personal Interests) how to write dates how to highlight your language, communication and team skills how to get and write references You will also learn some hints and strategies for writing a: cover letter LinkedIn profile reference letter bio The last chapter of the book contains a simple template to help you get the job of your dreams!

The definitive career guide for grad students, adjuncts, post-docs and anyone else eager to get tenure or turn their Ph.D. into their ideal job Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an important asset that separates them from the pack: they

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have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site *The Professor is In*, she has helped countless Ph.D.'s turn themselves into stronger applicants and land their dream careers. Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including: -When, where, and what to publish -Writing a foolproof grant application -Cultivating references and crafting the perfect CV -Acing the job talk and campus interview -Avoiding the adjunct trap -Making the leap to nonacademic work, when the time is right *The Professor Is In* addresses all of these issues, and many more.

Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates. Comprehensive and truly accessible, Technical Communication guides

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students through planning, drafting, and designing the documents that will matter in their professional lives. Known for his student-friendly voice and eye for technology trends, Mike Markel addresses the realities of the digital workplace through fresh samples and cases, practical writing advice, and a companion Web site — TechComm Web — that continues to set the standard with content developed and maintained by the author. The text is also available in a convenient, affordable e-book format.

This book will show you how to get the right job for you, in the company you want to work in. You will find out how to prepare your winning résumé and CV to target the job and the company exactly, in order to create the perfect fit. This updated edition contains new examples of job advertisements, résumés and CVs that demonstrate how to apply the principles explained in the text, and a new chapter sets out what employers are looking for in prospective candidates, namely talent, mileage and fit. Write the Winning CV is based on current employment philosophies, practices and trends, and serves as an up-to-date guide for people who are entering the employment market for the first time, as well as those who are seeking a change in career. Reading, understanding and applying the practices in this book will provide you with a distinct advantage in seeking out and securing the best career, proving that you only need common sense and

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some planning to get the right job.

Branded resumes that illuminate the candidate's unique value proposition and ROI are a must in today's quest for the executive suite. Top Notch Executive Resumes not only explains how to integrate branding into career-marketing communication, but also how to craft resumes that address your fit with the organization's mission and meet an employer's specific business needs. Hansen instructs high-level professionals in framing past accomplishments so that the employer can visualize the executive's strategic vision and industry insights, as well as what he or she can contribute. Highlights of the book include: A huge collection of resume samples in cutting-edge formats, organized by profession for easy navigability. Examples of a wide variety of complementary documents—including leadership profiles and executive bios—that top-level professionals need to round out their executive portfolios. Special additional features, including the preferences and peeves of hiring decision-makers, guidelines for working with recruiters, frequently asked questions, and case studies detailing complete job-search marketing campaigns. Let Top Notch Executive Resumes get you into that corner office!

The CV Book is the definitive book on CV writing. It provides help, advice and templates from The CV Centre, the UK's leading CV consultancy, based on

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many years' experience and encompassing principles tried, tested and proven on a daily basis. Focussed on market needs - evidence-based and developed entirely from customer information. USP - 15 most common mistakes. Sales channel through author's own company and publicity. Added value - templated and website material.

This is the official CHFI (Computer Hacking Forensics Investigator) study guide for professionals studying for the forensics exams and for professionals needing the skills to identify an intruder's footprints and properly gather the necessary evidence to prosecute. The EC-Council offers certification for ethical hacking and computer forensics. Their ethical hacker exam has become very popular as an industry gauge and we expect the forensics exam to follow suit. Material is presented in a logical learning sequence: a section builds upon previous sections and a chapter on previous chapters. All concepts, simple and complex, are defined and explained when they appear for the first time. This book includes: Exam objectives covered in a chapter are clearly explained in the beginning of the chapter, Notes and Alerts highlight crucial points, Exam's Eye View emphasizes the important points from the exam's perspective, Key Terms present definitions of key terms used in the chapter, Review Questions contains the questions modeled after real exam questions based on the material covered in the chapter. Answers to the questions are presented with explanations. Also included is a full practice exam modeled after the real exam. The

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only study guide for CHFI, provides 100% coverage of all exam objectives. CHFI Training runs hundreds of dollars for self tests to thousands of dollars for classroom training.

Far too often artists find themselves having to compromise their art and their life because they were not taught accurate up-to-date methods for dealing with business situations. Because of this lack of preparedness artists miss out on valuable opportunities, financial rewards, and access to receptive audiences. This book aims to help all artists everywhere avoid these pitfalls and get on the track to success on their own terms. Whether you are a gallery- bound artist, a public artist, an emerging artist, a hobbyist, a crafts-person, a student, or a seasoned artist in need of a tune up, this manual is meant for you. This comprehensive book is informed by decades of experience and years of research into how to perform as a professional artist in the 21st century art world (or worlds). This book is filled with easy-to-follow instructions that will help you do everything -- archive your work, start a mailing list, write a grant, and everything else you can think of. This straightforward book even addresses topics you may not think you need to know about now, but you sure will later! Consider this a handbook for all your artistic endeavors. This book is written and designed to empower you to take your future into your own hands.

Effective communication is the key to success in life. We live in an era where words and gestures play an important role in effective communication. Businesses operate in

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various circumstances and it is paramount that the communication between different parties concerned is clear and effective and also takes into account the cultural sensitivities. This is where the concept of Business Communication comes to play. This book, written in accordance with the syllabus of the University of Delhi, is an attempt to equip the readers with skills required to communicate effectively in a business situation. It would also be useful for the students of BCom, BBA, and MBA of other universities, and for anyone looking to learn the nitty-gritties of business communication. **KEY FEATURES** • Analysis of vital components of business communication • Informative use of illustrations, examples, diagrams and pictures • Inclusion of review questions and university examination questions • New tools for business communication like, emails, teleconferencing, video conferencing, telex, fax discussed in detail

A Simon & Schuster eBook. Simon & Schuster has a great book for every reader. **Write a Winning Resume - Step-by-Step**The Resume Writing Guide, (updated for 2015) will show you, step-by-step, exactly how to create a resume that makes a great impression and gives you more power in the job search process. It breaks the big, complex job of resume writing into small, completely manageable tasks, so you easily can write a resume that is tailored to show you at your best. **Learn From the Experience of 2000 Job Seekers**In this book, you'll find the kind of expertise that only comes from real experience. Lisa McGrimmon has written over 1000 resumes and helped over 2000 job seekers find work. She knows how to coach people through the process to create

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real resumes that give real results for real people. Guidance Through the Process The Resume Writing Guide takes you through the actual process of creating a resume one step at a time, carefully guiding you through each decision. It isn't just a collection of rules and tips. The process is broken into small, simple steps. In each chapter, you will complete a few tasks, and, if you complete all of the tasks to the best of your ability, once you reach the end of the book, you will have written a resume that shows you in your best possible light. Learn How to Deal With Resume Challenges Lisa has used this process successfully with clients from all walks of life and with all kinds of work histories. She has written resumes for: career changers people returning to work after several years without paid employment new immigrants recent graduates older workers people in competitive and declining industries This book isn't just for the lucky few who have a perfect career history. It gets into the heart of how to write resumes that pop even if you're worried that you may have some challenges to overcome. New for 2015 The second edition has been revised and expanded to include up-to-date information about trends in resume writing and job hunting including 2 new chapters about writing applicant tracking system (ATS) optimized resumes. Not a 20 Minute Resume Guide! This book is not for people who want to knock out a resume in 20 minutes. It is a meticulous, step-by-step guide through each phase in the resume writing process. It shows you how to structure each section, write compelling statements, and make smart decisions about content to highlight your individual

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strengths and minimize weaknesses. Thoughtfully completing the tasks in this book will take time, but it will be time well spent. In the end, you will have a winning resume that is perfect for your needs and structured to show you at your best. Partners in Resume Writing Good career coaches will not write a resume for you; they will write one with you, as partners. You and the career coach both bring important information to the table. Throughout this book, you and Lisa will be partners. Lisa will be the expert on how to create a resume. You will be the expert on your own career. Lisa will show you: how to decide what information you should include, how to write compelling content, how to structure sections to highlight your strengths, and how to minimize concerns you may have about your work history. Your task is to take that information and apply it to what you know about your own career. In this partnership, you can create an effective resume that gets you one big step closer to landing the job you want. Scroll up and click to buy! A professional's guide to crafting a winning resume for a wide variety of international career opportunities includes advice on language, content, and the Internet, while offering more than a hundred samples. Original.

Say less and stand out more. About six seconds – that's how long your CV will be considered before it's consigned to the bin forever. If you don't grab attention quickly, you'll be rejected without a second thought. Your CV must be high impact, concise and optimised if it's to do its job, and The One Page CV shows you exactly how to do it. It's proven to work. It's tried and tested. It's written by an expert. - Avoid the pitfalls

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that your competition will be making · Transform your CV into a targeted, high-impact, job-winning tool · Spotlight your professional skills, qualifications and experience · Write smartly and persuasively so recruiters want to read your CV Remember – you've got six seconds. That's all. Why waste it?

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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

Peterson's *The Best Scholarships for the Best Students-Preparing a Strong Curriculum Vitae/Resume* walks students through the process of preparing their resumes or CVs. Examples of actual resumes and CVs are included, along with strategies for selecting what should and should not appear on a resume and/or CV. Peterson's *The Best Scholarships for the Best Students* provides expert strategies to help successful students apply for and win major academic and experiential awards. For more information see Peterson's *The Best Scholarships*

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for the Best Students.

Write a killer CV and land your dream job. It takes an employer just seven seconds to save or reject a job applicant's CV. In this book, James Reed – chairman of REED, Britain's largest recruitment company – offers invaluable and specific advice on what employers want to see in the CVs they receive and how you can stand out from the crowd. Unlike other career development books, the honest advice presented here has been compiled from one-to-one interviews, surveys and countrywide workshops across REED's network of recruitment consultants. This book is an accessible and enjoyable read, intensely practical and packed with pull-out quotes, layout examples and tips. Find out what future employers are looking for and take the first step to start loving Mondays again. Are you looking for a career with professional rewards and personal satisfaction? Perhaps you'd like to find meaningful employment in the field of international relations? Working World is the perfect resource for making sound career choices, and is particularly valuable for those interested in exploring a career in international education, exchange, and development. Sherry Mueller, president emeritus of a large nonprofit organization with an international focus, and Mark Overmann, a young professional on his way up, serve as spirited guidance counselors and offer valuable insight on launching a career, not just landing a

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job. The two authors—representing contrasting personalities, levels of experience, and different generations—engage in an entertaining dialogue designed to highlight alternative approaches to the same destination: making a difference in the world. With a rich mix of anecdotes and advice, the two authors present their individual perspectives on career development: identifying your cause, the art of networking, the value of mentors, and careers as "continuous journeys." Mueller and Overmann push job seekers to challenge assumptions about what it means to pursue a career in international relations and to recognize that the path to career success is rarely straight. To help the job seeker chart the best course, *Working World* provides specific resources including annotated lists of selected organizations, websites, and further reading. Profiles of twelve professionals, from promising young associates to presidents and CEOs, illustrate the book's main topics. Each professional provides insight into his or her career choices, distills lessons learned, and offers practical advice about building a career in international affairs. All of these resources were chosen specifically to help job seekers map the next steps toward the internship, job, or other opportunity that will give shape to the career they envision.

This text is offered as a medical legal resource of the physician assistant profession. It is intended for use through all phases of the professional

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development of the physician assistant, from the high school student sorting through options in career choices, to physician assistant students, practicing physician assistants and supervisory physicians, or those who are considering practicing with a physician assistant. The history and development of the profession is reviewed, allowing an understanding of the role the physician assistant plays in the healthcare team approach to patient care. The scope of practice is defined, along with the key collaboration between the physician assistant and the supervising physician. Regulatory requirements are delineated by state, including basic requirements and maintenance of licensure and certification.

This book is organized into three main sections. The first section, *The CV OWNER'S Guide*, to quote Fräulein Maria from the *Sound of Music*, starts at the very beginning, because it is a very good place to start. Start here if you are a true beginner to the art of CV writing. The second section, *the CV STYLE GUIDE*, provides folks with all the requisite tools and advice they'll need to start drafting, or redrafting, a CV. The final section of the book, *CV SAMPLES* includes multiple CVs from just about every discipline imaginable. We've even included interdisciplinary examples, professional résumés, dual program CVs, as well as condensed and transformed CVs to meet candidate's special needs (not all CVs

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are used for job seeking). Find a CV in your discipline, or find one with a look and feel that appeals to you and make it your own. There's no right or wrong way to use this book, so find whatever section is most useful to you and begin the work of creating or recreating your CV. If you already have a job and are using this book to recreate your CV for tenure of other purposes, we say welcome and skip ahead to whatever section you'll need to begin your work.

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