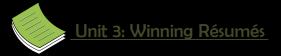
The Job Winners® Guide for Young adults



Unit 3: Winning Résumés
Writing résumés and applications that win jobs



See Manual Notes:

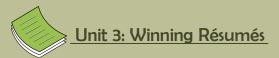
Page 3



A totally new approach to writing winning résumés?

This approach is ...

a systematic, structured, step-by-step approach to crafting résumés that will win you good jobs





A résumé needs to make interesting reading.



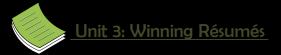
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- You want the employer to sit up and take notice of you.
- It should be based on a thorough understanding of the job.
- It needs to be a dynamic document, attractively laid out and with your personality showing through every line.



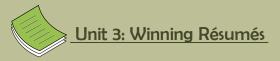
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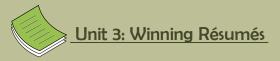




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- In 8 seconds you can read almost halfway down the first page.
- If you're not talking about your motivation for the job in the top half of page 1,

you may have missed the boat.