

The Job Winners® Guide for
young adults



Unit 3: Winning Résumés

Writing résumés and applications that win jobs



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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



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- It needs to be a dynamic document, attractively laid out and with your personality showing through every line.



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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.