



**Professional Resumes Series**

# **RESUMES FOR SOCIAL SERVICE CAREERS**

**With Sample Cover Letters**

**The Editors of VGM Career Horizons**

# Resumes For Social Service Careers

**Arnold G. Boldt, Wendy Enelow**



## **Resumes For Social Service Careers:**

**Resumes for Social Service Careers** McGraw-Hill Companies,2007 Nearly 100 sample resumes and 20 cover letters for each field more than any competing series A workbook format to organize information before writing a resume Perfect for college grads and people changing careers or re entering the job market A variety of eye catching resume formats

*Real-resumes for Social Work & Counseling Jobs* Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the social work field advance in it or exit from it into new careers Job hunting strategies are discussed There is also a section which shows how to transition out of social work into new fields and industries There are more than 100 real resumes and cover letters shown which were used by real people to find occupations in the social work or counseling field and the purpose of the book is to give models for people to use in creating their own resumes and cover letters tailored to social work and counseling Included are resumes of case worker counselor human services counselor victim advocate youth services specialist family services case worker income maintenance counselor and many others

*Resumes for Social Service Careers* VGM Career Horizons (Firm),1995 This series helps anyone write a strong resume that will lead to interviews and job offers Each practical up to date book describes the essential ingredients of successful resumes and cover letters for any profession or background Presents popular resume formats and shows how to create professional quality resumes on any budget Demonstrates how to highlight strengths and downplay weaknesses Supplies work sheets for gathering information and 100 pages of sample resumes and 20 sample cover letters Copyright Libri GmbH All rights reserved

**101 Careers in Social Work, Third Edition** Jessica A. Ritter,Ann Obermann,Kristin Danhoff,2019-11-28 This engaging guide addresses the extraordinary breadth of the social work profession and the diverse career paths available Updated and expanded the third edition includes 15 vivid new profiles of social workers who describe the rewards and challenges of their distinct roles It presents Social Justice Spotlights highlighting important social and political issues relevant to different practice domains The new edition also delivers current data on employment opportunities and salaries from the Department of Labor and provides links to new resources books essays films and websites that enable readers to explore specific career paths in greater depth It dispels common myths about the social work profession and demonstrates why social work is a smart choice for those seeking a career of service that requires creativity critical thinking compassion and a passion for social justice Illuminating current trends in social work education and practice the book describes more than 100 specific careers traditional and nontraditional available to social workers including best features challenges required core competencies and skills educational and licensing requirements and personal narratives The book also covers how to fund one s education and provides job hunting tools and websites Additional features include for each career a discussion of benefits and challenges job outlook and salary information Questionnaires and self assessment checklists provide additional material to help readers choose a social work career tailored to their unique talents interests

and passions New to the Third Edition Fifteen new personal narratives describing the benefits and challenges of different social work arenas Social Justice Spotlight for each field of social work practice New data on employment opportunities and salaries from the Department of Labor and other sources New resources for additional career exploration Key Features Describes more than 100 distinct career paths available to social workers Addresses pros and cons of each career including personal narratives Covers educational and licensing requirements employment opportunities and salaries Includes job hunting tools and websites Provides self assessment questionnaires and checklists to help readers assess which jobs would be a good fit based on their skills and passions

**Real-resumes for Career Changers** Anne McKinney,2000 Writing a career change resume is the most complex of resumes to write Using actual resumes and covering letters the editor of this series shows the reader how to consider new opportunities and how to communicate past experience in a way that builds bridges to new careers *Real-resumes for Jobs in Nonprofit Organizations* Anne McKinney,2004 Ask people who have worked in a nonprofit organization about resume preparation and they will tell you that resumes and cover letters for their particular needs are highly specialized Thats why this book will be of enormous value to those who seek employment in the nonprofit world or who want to transition out of the nonprofit world and want to present their experience in nonprofit environments The book includes resumes for folks who have worked in national trade associations and in nonprofit environments such as the United Way Salvation Army the American Cancer Society and many similar organizations A special section on the federal hiring process also shows the reader how to apply for federal government employment and there are samples of the specialized resumes and applications used in the federal hiring process So whether you are entering the nonprofit arena transferring skills out of the nonprofit world or seeking federal employment you will find this book useful

**Real Resumix & Other Resumes for Federal Government Jobs** Anne McKinney,2003 This book is designed to help people who seek their first federal government job as well as federal employees who want to advance in the system The process of getting a government job often involves preparing complex applications or specialized resumes which include the resumix One complication of the federal hiring process is that the resume used for federal employment is not the same as the resume used to obtain civilian employment This book shows examples of effective federal resumes and resumix that have worked for real people The book doesn t simply tell how to write the resumix or federal resume it actually shows how to write effective federal resumes in sample after sample related to multiple fields This book will do a great deal to make the federal hiring process understandable as it illuminates one of the most complex features of getting a government job writing the federal resume or resumix In addition to the federal resume application for federal employment can be made by preparing the Optional Form 612 OF 612 This book also contains examples of the 612 application **Career For Dummies Three eBook Bundle: Job Interviews For Dummies, Resumes For Dummies, Cover Letters For Dummies** Joyce Lain Kennedy,2013-01-02 Three complete ebooks for one low price Created and compiled by the publisher this career bundle

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*Real-resumes for Police, Law Enforcement & Security Jobs--* Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the police law enforcement and security fields The most effective job hunting strategies are revealed and there is also a section which discusses how to transfer police law enforcement and security skills into other industries There are more than 100 real resumes and cover letters shown as examples and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters designed to obtain employment in security police or law enforcement Resumes shown include those of fireman policemen police chief corrections officer detective deputy sheriff police captain security guard personal protection specialist and many others

No-Nonsense Resumes Arnold G. Boldt,Wendy Enelow,2025-09-12 For the first time ever here s a resume book that clears away the clutter and gets down to the brass tacks of what it takes to write and design a resume that will get you interviews and job offers Authors and professional resume writers Wendy Enelow and Arnold Boldt share their insights knowledge and more than 35 years of combined experience to

help you prepare a resume that will get you noticed not passed over No Nonsense Resumes begins with a thorough but easy to understand explanation of the key elements that are vital to creating an attention grabbing resume including how to Strategically position your resume Showcase your skills and achievements Format and design a professional looking resume Select and integrate key words Prepare and distribute your electronic resume Subsequent chapters offer specific tips on creating winning resumes for job opportunities in virtually every profession Administration Accounting Banking Government Health Care Hospitality Management Human Resources Law Enforcement Manufacturing Sales Marketing Skilled Trades and Technology Science Engineering Included in each chapter are sample resumes contributed by leading resume writers and career consultants worldwide

**Government Job Applications & Federal Resumes** Anne McKinney, 2001 Federal resumes KSAs forms 171 and 612 and postal applications

**Getting a Job**, 1993

**Resume for Social Service Careers** Editors of VGM, 2000-05-22 A practical up to date guide identifying the essential ingredients of a successful resume for the social service professional Helps you write a concise stylish and effective resume that will get noticed

**Resumes and Cover Letters that Have Worked** Anne McKinney, 1996 Model cover letters and resumes cover such fields as aviation communication finance and sales

*Real-resumes for Administrative Support, Office & Secretarial Jobs* Anne McKinney, 2004 Those who seek jobs in the office support field will find this book to be a valuable resource Office managers administrative assistants executive aides and other office support personnel have a lot of common when they create a resume and this book shows resumes and cover letters of individuals who want to find work ranging from office management to clerical No matter what industry or type of work medical manufacturing nonprofit and other environments this book will provide a competitive edge to those who seek employment which involves admin support executive support clerical and secretarial responsibilities For those who seek federal employment theres a special section in the book showing how to create federal resumes and government applications

**Career Information Center**, 2002 Each volume focuses on a different career area and contains approximately 700 job profiles including job summary job description and up to date salary information

**Real-resumes for Legal and Paralegal Jobs** Anne McKinney, 2004 Those who seek legal and paralegal jobs will find this book to be a rich resource No matter what type of legal or paralegal work is sought the reader will find outstanding samples of resumes and covers used by real people to obtain legal and paralegal jobs Resumes and covers letters are included which will help newly minted lawyers or paralegals find their first jobs in their field There are also sample resumes and cover letters which will be useful to the most experienced lawyers and paralegals in the profession A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show legal industry professionals how to maximize their career potential get federal positions and change fields if they want to

**Real Resumes for Nursing Jobs** Anne McKinney, 2003 Even within the nursing field there are

a wide variety of positions and this book shows samples of resumes and cover letters than have worked This title will be a valuable resource to nursing professionals who seek clinical nursing or administrative positions Newly minted nurses and newcomers to the field will learn how to show off their clinical rotations to best advantage Nurses often change fields too and the book includes resumes of nurses who have successfully transitioned into pharmaceutical sales and other areas A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show nurses how to maximize their career potential get federal nursing positions and change fields if they want to This is the 25th title in PREP s Real Resumes Series      **Encyclopedia of Job-winning Resumes** Myra Fournier,Jeffrey Spin,2006-01-01 This is the most helpful and comprehensive resume book you can buy It includes more than 400 success proven resume expamples that teach you how to personalize your resume according to your own unique career situation The 17 chapters contain resumes that cover all major industries span all job levels from entry level to CEO and are helpfully arranged by both job field and title to make it easy for you to quickly locate the resumes that address your particular field or situation The first chapter includes expert advice on what to include on your resume and what to omit what to emphasize and what to tone down It is specifically designed to keep reading to a minimum so you can start sending out your resume as soon as possible The second chapter devoted to creating hard hitting cover letters includes 40 examples tht cover a wide varitey of typical career situtations while the third chapter include 30 includres 30 resumes that cover difficult circumstance There is even a chapter devoted to students to help new graduates joining the workforce      *Jumpstart Your Career* Dr. Ferris E. Merhish,2007-03-12 JUMPSTART YOUR CAREER The Nuts and Bolts for Entering the Workforce for the first time The book is not only designed to provide help for the Nephrite job seeker looking for employment but provides trainng and information to help you keep your job and get along with others as well as advance once the job seeker get hired and more The book is to be used as a tool in the same way one would have used my first book 7 001 RESUMES The Job Search Workbook As in my first book JUMPSTART YOUR CAREER starts out with the basic orientation information and then moves to areas such as what is the right job for the applicant As the book moves along the books will explore Developing Interviewing Skills Personality and Job Success What to look for as a First Time Job Seeker and more Traditionally job search books are going to cover how to develop cover letters or letters of application and the various types of resumes and you are going to find this information provided there But the books goes on from there it will provide the job seeker with job sources an index of Associations State Employment Agencys Federal Job Information Centers Head Hunters and more This new book also points out many of the responsibilities that come once ann individual enters the world of work Legal Problems at Work Employer Employer Relations Why an Individual should have a Savings Plan What is a Budget Handling a Checking account Planning for Retirement and much much more

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