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Second Edition



Professional Resumes Series

RESUMES FOR SOCIAL SERVICE CAREERS

With Sample Cover Letters

The Editors of VGM Career Horizons

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Resumes For Social Service Careers

Editors of VGM

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

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 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

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 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 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 No-Nonsense Resumes Arnold G. Boldt, Wendy S. Enelow, 2006-11-15 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 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 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 Real-Resumes for Customer Service Jobs Anne McKinney, 2005 Getting jobs in the customer service field will be easier with this book which gives nearly a hundred sample resumes along with the cover letters that introduced the resumes to potential employers Those who seek employment in any industry will find valuable advice in this book If you are restructuring or revising your resume you will find the help you need when you discover this book which focuses on the language and employment history of folks in the customer service business The book was created based on the experiences of hundreds of job hunters over a 10 year period Learn how successful people in the customer service field presented themselves to potential employers **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 brings together three of the bestselling For Dummies career titles in one e only bundle With this special bundle you ll get the complete text of the following titles Resumes For Dummies 6th Edition Write a winning resume and land that job interview Is your job search stalling out after you submit a resume but before you re offered an interview With a recession that has caused widespread unemployment having a winning resume is vital to securing an interview and it demands a fresh look at how you write your resumes and market yourself Whether you re entering the job market for the first time looking for a new job after a lay off or changing careers Resumes For Dummies shows you the ropes and rules for a new era in recruiting and job searching Job Interviews For Dummies 4th Edition Does the thought of interviewing for a new job send shivers down your spine It doesn t have to Whether you re searching for your first job changing careers or looking for advancement in your current line of work Job Interviews For Dummies shows you how to use your skills and experiences to your advantage and land that job Following a half decade characterized by an explosion of economic crises global expansion and technological innovation in the job market today s job seekers vie for employment in a tough era of new realities where few have gone before In addition to covering

how to prepare for an interview this updated edition explores the new realities of the job market with scenarios that you can expect to encounter an updated sample question and answer section coverage of how you can harness social media in your job search information on preparing for a Web based interview and the best ways to keep your credibility when applying for several jobs at once Cover Letters For Dummies 3rd Edition Cover letters are alive and sell When they re written right that is To stand out in today s sea of qualified job seekers learn to craft riveting new breeds of cover letters create vibrant images online and discover sensational self marketing documents you never imagined This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this plus over 200 great new samples by 62 successful professional cover letter resume writers You ve probably suspected that passive and sleepy cover letters merely hugging resumes won t get you where you want to go Especially in a shaky job market 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 Government Job Applications & Federal Resumes Anne McKinney, 2001 Federal resumes KSAs forms 171 and 612 and postal applications Getting a Job ,1993 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 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 Medical Jobs Anne McKinney,2001 A key to advancing professionally is to choose the right industry in which to work and if your interests are in any way medically related you are fortunate career wise The medical field is a fast growing one and this targeted resume and cover letter book will help you enter this land of opportunity or

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Decoding **Resumes For Social Service Careers**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Resumes For Social Service Careers**," a mesmerizing literary creation penned with a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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