



# Resumes and Cover Letters SparkCharts

By SparkNotes

SparkCharts. Paperback. Book Condition: New. Paperback. 2 pages. Dimensions: 10.6in. x 8.5in. x 0.1in. SparkCharts: The information you need-concisely, conveniently, and accurately. Created by Harvard students for students everywhere, these study companions and reference tools cover a wide range of college and graduate school subjects, from Business and Computer Programming to Medicine, Law, and Languages. Theyll give you what it takes to find success in school and beyond. Outlines and summaries cover key points, while diagrams and tables make difficult concepts easier to grasp. This four-page chart includes: Diagrammed examples of good and bad cover letters Four examples of successful resumes Tips on writing and formatting a resumes and cover letters A table of action-verbs A list of the most common resume errors This item ships from multiple locations. Your book may arrive from Roseburg,OR, La Vergne,TN. Paperback.



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