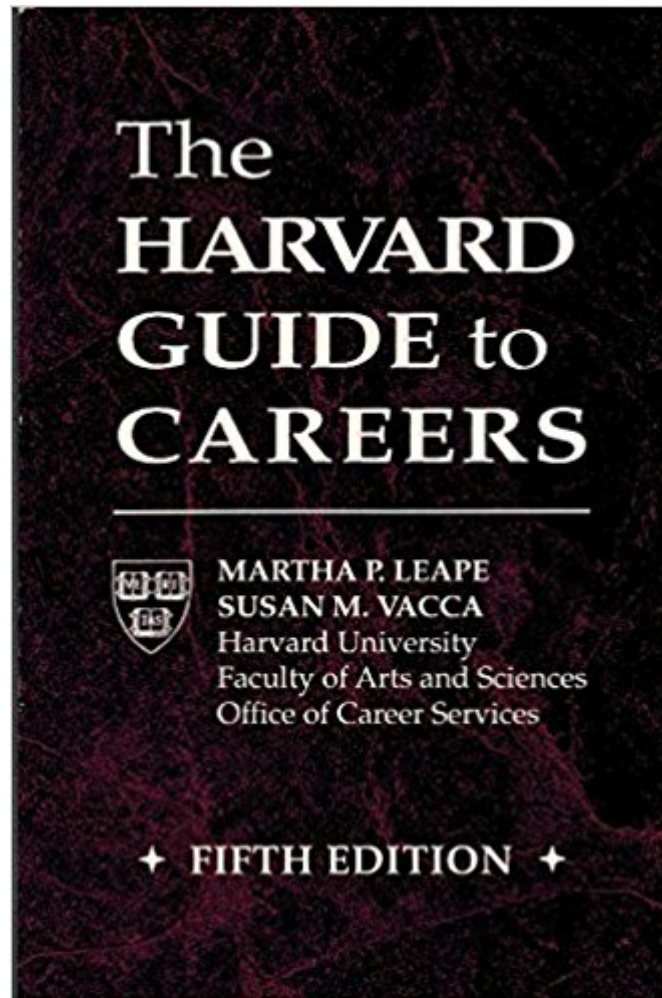




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The Harvard Guide To Careers



Synopsis

Geared toward both the recent liberal arts graduate and the career-changer, this handbook should guide the reader through the entire career process, from identifying and researching a career to securing a job. It includes chapters on career exploration, self-assessment, letter writing, resumes, interviewing and graduate study. Career field profiles provide information about advertising, banking, education, government and politics, high tech, management consulting and public service. This edition has expanded annotated bibliographies of descriptive literature and directories, updated sample letters and resumes and a new section on financial planning. An index of resources by career field and an index of titles provide quick and easy access to the items listed in the bibliographies. --This text refers to an out of print or unavailable edition of this title.

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Customer Reviews

Geared toward both the recent liberal arts graduate and the career-changer, this handbook guides users through the entire career process, from identifying and researching a career to securing a job. Career field profiles provide information about advertising, banking, education, government, and politics, high tech, management consulting, and public service. The new edition (previous in 1987) contains expanded annotated bibliographies of descriptive literature and directories, updated sample letters and resumes, and a new section on financial planning. (Reference and Research Book News)Readable and well laid out...[This book] has a thorough table of contents and an index of resources by career field. (Choice)A good update of the series of books which began in 1982. This book is particularly strong on resources (books, directories, etc.) and provides an excellent

overview of the kinds of things that one does with a college degree. It reads well and is highly attuned to the kinds of things that are on the minds of graduating seniors. (Career Opportunities)

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As a professional career advisor, I have used this guide countless times with clients who are beginning job searches or who need help with particular types of correspondence related to the job search. The book includes great sample resumes and business letters. This is a very fine resource that I highly recommend.

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