

PROFESSIONAL RESUME TEMPLATE

Jon Snow

KING OF THE NORTH

PHONE

000-000-0000

EMAIL

jonsnow@email.com

LOCATION

Winterfell, Westeros

EXPERIENCE

Company Name

Job Title

Month 2014 - Month 2016

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Company Name

Job Title

Month 2012 - Month 2014

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Company Name

Job Title

Month 2011 - Month 2012

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Company Name

Job Title

Month 2011 - Month 2011

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EDUCATION

University Name

Degree

Month 2008 - Month 2011

SKILLS

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Professionals - E Book Julie Hosley,Elizabeth Molle-Matthews,2006-01-20 This new textbook is designed to provide students with all the necessary tools to effectively communicate with patients and other health care professionals With its easy to read style it is loaded with useful tips to help students engage into the practice of communication It presents condensed amounts of content for learning the basic principles and then integrating elements such as case scenarios questions or hints and tips to encourage application of those principles into real life situations Easy to read style provides practical information hints and tips Test Your Communication IQ boxes provide students with a short self assessment test at the beginning of each chapter Spotlight on Future Success boxes provide students with useful practical tips for improving communication Taking the Chapter to Work boxes integrated within each chapter are actual case examples with useful tips to guide students to practice and apply what they have learned Beyond the Classroom Activities exercises at the end of each chapter help students use knowledge learned from topics presented in the chapter Check Your Comprehension exercises at the end of each chapter provide questions and activities to test student knowledge of chapter content Communication Surfer Exercises focus on helping students utilize Internet resources to improve their knowledge and application of communication skills Expanding Critical Thinking at the end of each chapter provides students with additional questions or activities designed to apply critical thinking skills Legal Eagle boxes provide useful tips that focus on honesty as well as ethical and legal communication between patients and health care workers Unique interactive CD ROM packaged with the textbook includes a variety of application exercises such as voice mail messages patient caregiver interviews chapter key points and patient charts Audio segments on the CD ROM provide communication in action to help students observe verbal communication examples and apply their skills **Wired Resume Guide, Version 2.0** Cengage South-Western,Tim Krause,1999-12

The MIT Guide to Science and Engineering Communication, second edition James Paradis,Muriel Zimmerman,2002-06-21 A second edition of a popular guide to scientific and technical communication updated to reflect recent changes in computer technology This guide covers the basics of scientific and engineering communication including defining an audience working with collaborators searching the literature organizing and drafting documents developing graphics and documenting sources The documents covered include memos letters proposals progress reports other types of reports journal articles oral presentations instructions and CVs and resumes Throughout the authors provide realistic examples from actual documents and situations The materials drawn from the authors experience teaching scientific and technical communication bridge the

gap between the university novice and the seasoned professional In the five years since the first edition was published communication practices have been transformed by computer technology Today most correspondence is transmitted electronically proposals are submitted online reports are distributed to clients through intranets journal articles are written for electronic transmission and conference presentations are posted on the Web Every chapter of the book reflects these changes The second edition also includes a compact Handbook of Style and Usage that provides guidelines for sentence and paragraph structure punctuation and usage and presents many examples of strategies for improved style

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Best Practices for Teaching Beginnings and Endings in the Psychology Major Dana S. Dunn, Bernard B. Beins, Maureen A. McCarthy, G. William Hill, IV, 2010-01-12 Introductory and capstone experiences in the undergraduate psychology program are crucial ways to engage students in their major and psychology department impart realistic expectations and prepare them for life beyond college In this collection of articles psychology instructors involved in the improvement of teaching and learning review the research and share their own successes and challenges in the classroom Discussions include effective practices for helping students become acclimated to and engaged in the psychology major application of developmental knowledge and learning communities to course design and use of quality benchmarks to improve introductory and capstone courses Other chapters describe innovations in the design of stand alone courses and offer concrete advice on counseling psychology graduates about how to use what they have learned beyond their higher education experiences

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