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Lydia E. Anderson, Sandra B. Bolt

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Extends beyond a typical resume/job search text to seamlessly emphasize the relationship between resume development, job search skills, and human relations.

Professionalism: Skills for Workplace Success was developed with input from industry leaders, it addresses topics students need to know when transitioning from campus to the workplace using case examples, activities, exercises, online video, and an interactive website. Updated to reflect the latest in technology tools and the business climate, this third edition sets the standard by skillfully merging self-management topics, workplace basics, relationships and career planning tools.

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