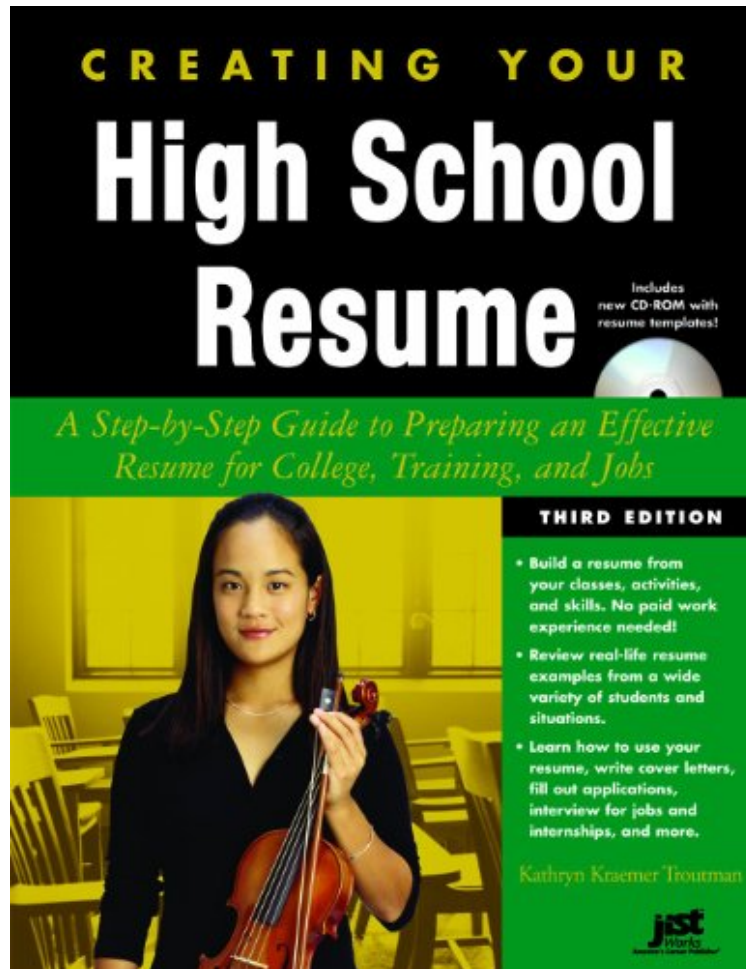


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This classroom-tested workbook shows students how to turn courses, activities, natural abilities, and accomplishments into resumes that get results--no work experience needed. An important aspect of creating resumes is that students learn to articulate what they have to offer. Students answer straightforward questions to quickly define their skills and interests. They build their own resumes, step by step. Many case studies and examples show students firsthand how to focus, organize, write, format, and use resumes. This resource works well in school-to-career programs, English classes and many other youth programs or courses.

About the Author Kathryn Kraemer Troutman is the founder and president of The Resume Place, Inc., a service business located in Baltimore, MD, specializing in writing and designing professional federal and private-sector resumes, as well as coaching and education in the federal hiring process. For the past 30 years, Troutman has managed her Professional Writing and Consulting Practice, Publishing and Federal Career Training business, and with her team of 20 Certified Federal Resume Writers, The Resume Place advises and writes more than 300 federal resumes per month for military, private industry and federal clients world-wide.