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Ultimate Resume Building

Module 1: What is a Resume?

- Course Introduction
- What Is A Resume
- When Or Why Do You Need A Resume
- Plan Then Do
- Objective
- Skills And Accomplishments
- Backing It Up
- Types Of Resume
- Structure
- Collecting Information-Part 1
- Collecting Information-Part 2
- Expanding And Expounding
- Putting It On Paper

Module 2: Tips and Tricks

- Word Processor Tips And Tricks-Part 1
- Word Processor Tips And Tricks-Part 2
- Word Processor Tips And Tricks-Part 3
- Word Processor Tips And Tricks-Part 4
- Word Processor Tips And Tricks-Part 5
- Word Processor Tips And Tricks-Part 6
- Word Processor Tips And Tricks-Part 7
- Word Processor Tips And Tricks-Part 8
- Word Processor Tips And Tricks-Part 9
- Word Processor Tips And Tricks-Part 10
- Word Processor Tips And Tricks-Part 11
- Word Processor Tips And Tricks-Part 12
- Course Outro