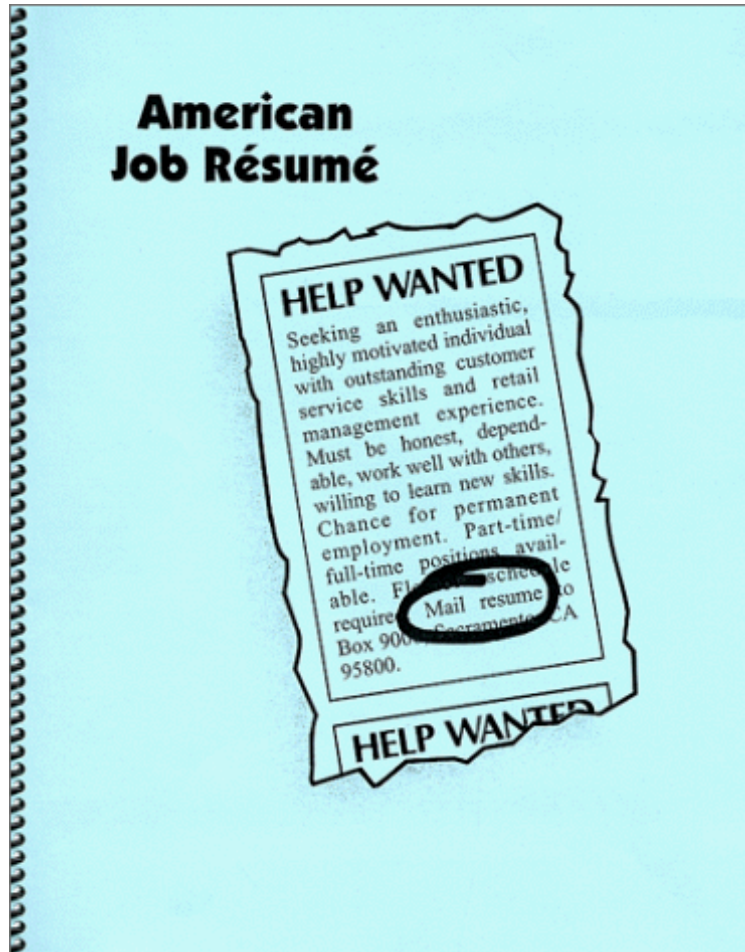


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About the Author Juana Rodriguez has over fifteen years experience in California State Civil Service and written resumes for over ten years. A Graduate from California State University, Sacramento. Juana has helped many individuals move upward to better jobs. Excerpt. Reprinted by permission. All rights reserved.

From Chapter 1: The resume, a reflection of your talents and abilities, is as powerful as you make it. The purpose of a resume is to get an interview with your prospective employer.