



Finding Needles in a Haystack: v. 3: Keywords for Finding Top Talent in Resume Databases

By Wendy S. Enelow

Weddle s, United States, 2010. Paperback. Book Condition: New. 224 x 152 mm. Language: English . Brand New Book. Designed for corporate and staffing-firm recruiters, this valuable resource offers keywords for searching employment databases. Job candidates and their qualifications are stored by the thousands in the records of employers, employment agencies, job boards, and on many other websites, but for recruiters to search efficiently, a strategic approach is essential. Furnishing an exhaustive list of industry-specific keywords presented in a logical layout, quick selection and cross-referencing are ensured. Additional information includes tips on making an initial action plan and optimizing the results gleaned from each search. The third installment in a three-volume series, this specialized handbook provides a complete vocabulary of keywords within specific industries and occupations including accounting, auditing, bookkeeping and collections; administration, office management, and secretarial services; advertising and corporate communications; architecture; art and design; customer service; equipment installation, maintenance, and repair; hazardous materials; manufacturing and production operations; public relations and public affairs; purchasing; security; translation and interpretation; transportation, logistics, warehousing, and distribution; and writing, editing, and journalism.



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