

1: Real-Resumes for Computer Jobs - McKinney, Anne (EDT) - | HPB

Real-Resumes for Computer Jobs (Real-Resumes Series) and millions of other books are available for Amazon Kindle. Learn more Enter your mobile number or email address below and we'll send you a link to download the free Kindle App.

No part of this book may be reproduced or copied in any form or by any means—graphic, electronic, or mechanical, including photocopying, taping, or information storage and retrieval systems—without written permission from the publisher, except by a reviewer, who may quote brief passages in a review. McKinney, Anne, II. *The Art of Finding a Job Using Your Resume and Cover Letter Handling the Interview and Negotiating Salary* How do I address a letter to an ad that provides names and addresses? How do I respond to a recruiter or headhunter who has approached me? How do I apply for internal openings? How do I ask for consideration for multiple job openings? How do I e-mail or fax my resume and cover letter? What if I want to reopen a door that I closed previously? What if they ask for salary requirements? What if they ask for salary history? How do I make it clear that I want my approach to be confidential? How do I write a follow-up letter after an interview? How do I resign—gracefully? The Real-Resumes Series is a series of books which have been developed based on the experiences of real job hunters and which target specialized fields or types of resumes. As the editor of the series, I have carefully selected resumes and cover letters with names and other key data disguised, of course which have been used successfully in real job hunts. We hope the superior samples will help you manage your current job campaign and your career so that you will find work aligned to your career The resumes and cover letters in this book are designed to be of most value to people already in a career change or contemplating a career change. Try to find work that interests you, and then identify prosperous industries which need work performed of the type you want to do. Learn early in your working life that a great resume and cover letter can blow doors open for you and help you maximize your salary. This page intentionally left blank As the editor of this book, I would like to give you some tips on how to make the best use of the information you will find here. Because you are considering a career change, you already understand the concept of managing your career for maximum enjoyment and self-fulfillment. The purpose of this book is to provide expert tools and advice so that you can manage your career. Inside these pages you will find resumes and cover letters that will help you find not just a job but the type of work you want to do. Overview of the Book Every resume and cover letter in this book actually worked. And most of the resumes and cover letters have common features: The book is divided into three parts. Part One provides some advice about job hunting. Step One begins with a discussion of why employers prefer the one-page, chronological resume. In Step Two you are introduced to the direct approach and to the proper format for a cover letter. In Step Three you learn the 14 main reasons why job hunters are not offered the jobs they want, and you learn the six key areas employers focus on when they interview you. Step Four gives nuts-and-bolts advice on how to handle the interview, send a follow-up letter after an interview, and negotiate your salary. You will learn from the experts how to format your cover letters and you will see suggested language to use in marketing your computer training, knowledge, or experience. Part Two ends with answers to the 16 most commonly asked questions about cover letters and job hunting, and the answers are provided in the form of actual cover letters. In this section you will see people in varying stages of change. Some of the individuals whose resumes and cover letters you see wanted to change the product, company, or service they were selling, managing, or representing. As Part Three evolves, you discover resumes and cover letters used by people who wanted to find a completely different type of work to do. Then there are resumes and cover letters of people who wanted a change but who probably wanted to remain in their industry. Many of you will be especially interested by the resumes and cover letters of individuals who knew they definitely wanted a career change but had no idea what they wanted to do next. Other resumes and cover letters show individuals who knew they wanted to change fields and had a pretty good idea of what they wanted to do next. Part Three ends with resumes and cover letters of folks who moved from selfemployment, usually in small companies, to something totally different. Bear in mind that you can learn a lot from any of the resumes in this book. For example, if you are already a part of the computer industry, you will find many resumes used by individuals to advance in the

industry. If you are seeking your first job in the computer field, you will find numerous examples of resumes and cover letters used to launch careers. Real-Resumes for Computer Jobs: Using references in a Using the Direct Approach As you consider the possibility of a job hunt or career change, you need to be aware that most people end up having at least three distinctly different careers in their working lifetimes, and often those careers are different from each other. Yet people usually stumble through each job campaign, unsure of what they should be doing. Whether you find yourself voluntarily or unexpectedly in a job hunt, the direct approach is the job hunting strategy most likely to yield a full-time permanent job. The direct approach is an active, take-the-initiative style of job hunting in which you choose your next employer rather than relying on responding to ads, using employment agencies, or depending on other methods of finding jobs. You will learn how to use the direct approach in this book, and you will see that an effective cover letter is a critical ingredient in using the direct approach. Companies look for personal qualities that they know tend to be present in their most effective professionals, such as communication skills, initiative, persistence, organizational and time management skills, and creativity. The Art of Using References in a Job Hunt You probably already know that you need to provide references during a job hunt, but you may not be sure of how and when to use references for maximum advantage. You should ask from three to five people, including people who have supervised you, if you can use them as a reference during your job hunt. You may not be able to ask your current boss since your job hunt is probably confidential. A common question in resume preparation is: The potential employer is not interested in your references until he meets and gets interested in you, so the earliest you need to have references ready is at the first interview. An excellent attention-getting technique is to take to the first interview not just a page of references giving names, addresses, and telephone numbers but an actual letter of reference written by someone who knows you well and who preferably has supervised or employed you. Such a letter often gives the prospective employer enough confidence in his opinion of you that he may forego checking out other references and decide to offer you the job in the next few days. Whom should you ask to serve as references? References should be people who have known or supervised you in a professional, academic, or work situation. References with big titles, like school superintendent or congressman, are fine, but remind busy people when you get to the interview stage that they may be contacted soon. Make sure the busy official recognizes your name and has instant positive recall of you! In summary, follow this rule in using references: The approach taken by this book is to 1 help you master the proven best techniques of conducting a job hunt and 2 show you how to stand out in a job hunt through your resume, cover letter, interviewing skills, as well as the way in which you present your references and follow up on interviews. And be prepared for your interests to change over time! Your job hunt will be more comfortable if you can figure out what type of work you want to do. But you are not alone if you have no idea what you want to do next! You may have knowledge and skills in certain areas but want to get into another type of work. What The Wall Street Journal has discovered in its research on careers is that most of us end up having at least three distinctly different careers in our working lives; it seems that, even if we really like a particular kind of activity, twenty years of doing it is enough for most of us, and we want to move on to something else! Realize, too, that interests can change over time; the activities that interest you now may not be the ones that interested you years ago. We strongly believe that interests rather than skills should be the determining factor in deciding what types of jobs you want to apply for and what directions you explore in your job hunt. What most people need in a job hunt is a versatile resume that will allow them to apply for numerous types of jobs. For example, you may want to apply for a job in pharmaceutical sales, but you may also want to have a resume that will be versatile enough for you to apply for jobs in the construction, financial services, or automotive industries. Based on 20 years of serving job hunters, we at PREP have found that an all-purpose resume and specific cover letters tailored to specific fields is often your best approach to job hunting rather than trying to create different resumes for different occupational areas. Your resume will provide the script for your job interview. Its purpose is to blow as many doors open as possible and to make as many people as possible want to meet you. This statistic explains why: The typical newspaper advertisement for a job opening receives more than replies. And normally only 10 or 12 will be invited to an interview. Very literally, your resume should motivate the person reading it to dial the phone number you have put on the

resume. If you have a resume already, look at it objectively. The one-page resume How long should your resume be? One page, maybe two. Usually only people in the academic community have a resume which they usually call a curriculum vitae longer than one or two pages. Remember that your resume is almost always accompanied by a cover letter, and a potential employer does not want to read more than two or three pages about a total stranger in order to decide if he wants to meet that person! A resume should be concise and exciting and designed to make the reader want to meet you in person! Should resumes be functional or chronological? Employers almost always prefer a chronological resume; in other words, an employer will find a resume easier to read if it is immediately apparent what your current or most recent job is, what you did before that, and so forth, in reverse chronological order. Never mail or fax your resume without a cover letter. Your cover letter is a way of personalizing the resume by sending it to the specific person you think you might want to work for at each company. Your cover letter should contain a few highlights from your resume—just enough to make someone want to meet you. Cover letters should always be typed or word processed on a computer—never handwritten. Learn the art of answering ads. Sometimes an exciting job lurks behind a boring ad that someone dictated in a hurry, so reply to any ad that interests you. You may include a sentence in your cover letter like this: Use this cover letter as a model when you prepare your own reply to ads. Date 6 Part One: Arthur Wise Chamber of Commerce of the U.

2: Software Development Manager Resume Example (www.enganchecubano.com) - Redmond, Washington

Real-Resumes for Computer Jobs (Real-Resumes Series) - Kindle edition by Anne McKinney, Anne McKinney. Download it once and read it on your Kindle device, PC, phones or tablets. Use features like bookmarks, note taking and highlighting while reading Real-Resumes for Computer Jobs (Real-Resumes Series).

Posted by Financial Samurai Comments Climbing The Corporate Ladder With cashed up corporate balance sheets and strong earnings growth, employment levels continue to improve across America. The latest unemployment rate has declined to 4. Use this time to plan more thoroughly. An excellent resume should be standard. What I thought was a friendly meet up turned out to be a soft sell on why I should join his firm. You should send me your resume. Truth be told, my resume was one year old and needed some updating. Make sure the top half of your resume pops and everything is clear. If you have a resume longer than one page, you just quadrupled your chances of having your resume crumpled and tossed in the bin. More is much less in this situation. Having a one page resume shows that you are concise, clear, and to the point. Contact info, latest two or three jobs with responsibilities, education, and hobbies done. Segment the page out in titles, use bullet points if you will, and make that one page as simple to read as possible. Like blogging, content is king! That will surely piss off your reviewer if she wants to contact you. You and your interview make the person. A bad resume obliterates your chances, and a good resume is the absolute minimum. There is no one golden resume format. It just has to be easy on the eyes. Put a picture of yourself up on the top right hand corner. Change your resume color to a green back ground. Make your objective statement a prediction on who will win the Super Bowl and why? Then parlay that with a follow up interview if your prediction holds true. His resume is easy to read. Edgar has a classically formatted resume which I like. He must be just graduating from business school because he over emphasizes his education, and under emphasizes what makes Edgar the man. I would love to know more about what makes Pamela tick. Also, I would consider removing her earliest work experience and expand a little more on her interests. The resume showcases her range as an actress in terms of tours, plays, commercials, and training. You have to look closely to see that he was an Accounting Intern from , which as an awfully long time. A good resume is standard, which also means good resumes are everywhere. If you have a badly formatted resume with glaring holes, your job seeking life is over. The economy is now extremely strong with the stock market and real estate market at record highs. Power is shifting towards the employee. Make your resume count and maximize all of your opportunities before the economy turns sour! I managed to negotiate a severance package worth six years of living expenses 3 years of salary after working at my firm for 11 years. I now live stress-free in retirement and enjoy working on my entrepreneurial endeavors. My book is pages long and packed with information to empower the employee to walk a way with potentially a small fortune. You never know where the journey will take you! Updated for and beyond. It is a raging bull market now. Take advantage of record high corporate earnings and record high stock prices to command the job and salary you want. It is a job seekers market now. You will regret your decision to waste time for money years from now.

3: Computer Science Resume Example (Unemployed) - Jersey City, New Jersey

Real-Resumes for Computer Jobs Anne McKinney, Editor P R E P P U B L I S H I N G FAYETTEVILLE, NC PREP Publishing.

Sports, entertainment, medical, fashion, and banks require talented individuals that can keep the books and follow the money. While accounting may entail a basic set of responsibilities and duties, the varied industries may require a unique skill set. A degree in accounting is certainly a plus but there are concentrations like public accounting and forensic accounting. These categories can be broken down even further. Outside of your experiences, training will always look good on the accountant resume. Being able to note a scope of knowledge in budget analysis or financial records is a huge attraction for hiring managers. And all accountants need to be somewhat computer savvy. Having these items listed on your resume not only provides a positive image, but also demonstrates flexibility. The possibility to communicate with multinational employees and clients can open doors to any number of opportunities. Salary Range Accounting consists of a wide range of positions and titles in pretty much every industry imaginable. This of course means a wide range of salaries. Accountants can start at annual salaries in the 30,000 dollar range and go well into six figures based on industry, education, experience, region, and other factors. Creating an Accounting Resume Even during the most distressed economic periods, qualified accountants will be wanted. Accountant Resume Questions 1. How do you write an accountant resume? Resumes are powerful marketing tools that open doors to new career opportunities. A standard resume includes the contact information, summary, skills, employment history, and education sections. In the accounting field, training and certifications are important. With that said, make sure you add your professional development experience. Additionally, pay attention to the layout and design. A balanced use of white space, text, paragraphs, and bullet points is good for readability. If you are a specialist or seek employment in a specific industry, use the resume builder. It is the perfect resource for creating customized resumes that suit your unique needs. How do you write the qualifications section of an accountant resume? Recruiters accept or reject job submissions in six seconds or less. You can grab and keep their attention with a compelling qualifications section. This is also called the professional summary, which has replaced the objective statement. It is like an elevator pitch. It emphasizes your skill set, experience, and certifications by using two or three sentences. In this brief paragraph, you state who you are, what you do, and why you are a good fit for the position. Review the accountant resume sample for ideas about writing this segment. How do you write the experience section of your accountant resume? Your work history is the meat of your resume. When this section is well-written, it focuses on your accomplishments, not job duties. Brainstorm questions that help you identify your achievements. Did you save your employer money? If so, how did you do it? How much money did you save? Did you receive awards or promotions? Always cite specific figures, measurable results, and facts. List your successes by using bullet points, and start each sentence with an action verb. Read the resume sample for more details on how to format this section. Should you include references on an accountant resume? Placing references on resumes is an outdated practice. This is why the applicant omits it from the accountant resume sample. It is best that you replace that verbiage with information related to your capabilities. This gives you another chance to sell yourself to recruiters. Employers request references after conducting interviews with prospects they consider for hire. How do you optimize your accountant resume for ATS? The Applicant Tracking System is technology many employers use for scanning resumes. To craft an optimized resume, use industry-specific terminology from the job description. This helps you make it to the next stage of the hiring process. Our accountant resume sample includes phrases the ATS often scans for. Your resume is in tip-top shape, but now you need a cover letter to complete the package.

4: Accountant Resume Examples {Created by Pros} | MyPerfectResume

Real-Resumes for Computer Jobs by Anne McKinney starting at \$ Real-Resumes for Computer Jobs has 2 available editions to buy at Alibris.

No part of this book may be reproduced or copied in any form or by any means—graphic, electronic, or mechanical, including photocopying, taping, or information storage and retrieval systems—without written permission from the publisher, except by a reviewer, who may quote brief passages in a review. McKinney, Anne, II. *The Art of Changing Jobs Using Your Resume and Cover Letter Handling the Interview and Negotiating Salary How do I apply for internal openings? How do I e-mail or fax my resume? How do I resign gracefully? Another letter of leavetaking* We hope the superior samples will help you manage your career so that you will find satisfying and challenging jobs! Welcome to the Real-Resumes Series. The Real-Resumes Series is a series of books which have been developed based on the experiences of real job hunters and which target specialized fields or types of resumes. As the editor of the series, I have carefully selected resumes and cover letters with names and other key data disguised, of course which have been used successfully in real job hunts. The resumes and cover letters in this book are designed to be of most value to people already in a career change or contemplating a career change. Try to find work that interests you, and then identify prosperous industries which need work performed of the type you want to do. Learn early in your working life that a great resume and cover letter can blow doors open for you and help you maximize your salary. Because you are considering a career change, you already understand the concept of managing your career for maximum enjoyment and self-fulfillment. The purpose of this book is to provide expert tools and advice so that you can manage your career. Inside these pages you will find resumes and cover letters that will help you find not just a job but the type of work you want to do. Overview of the Book Every resume and cover letter in this book actually worked. And most of the resumes and cover letters have common features: The book is divided into three parts. Part One provides some advice about job hunting. Step One begins with a discussion of why employers prefer the one-page, chronological resume. In Step Two you are introduced to the direct approach and to the proper format for a cover letter. In Step Three you learn the 14 main reasons why job hunters are not offered the jobs they want, and you learn the six key areas employers focus on when they interview you. Step Four gives nuts-and-bolts advice on how to handle the interview, send a follow-up letter after an interview, and negotiate your salary. Since the cover letter plays such a critical role in a career change, Part Two of the book is entitled *Cover Letters for Job Hunting*. You will learn from the experts how to format your cover letters and you will see suggested language to use in particular job-hunting situations. Part Two ends with answers to six of the most commonly asked questions about cover letters and job hunting, and the answers are provided in the form of actual cover letters. In those sections you will see people in varying types of job hunts. Part Four is *Junior Financial Managers*. Bear in mind that you can learn a lot from any of the resumes in this book. You will also find resumes of experienced professionals seeking to advance in the financial field and sometimes seeking to transfer their skills to other industries. There are resumes and cover letters of people who wanted a change from the functional area in which they had been working but who probably wanted to remain in their industry. Some of you will be especially interested by the resumes and cover letters of individuals who knew they definitely wanted a career change but had no idea what they wanted to do next. Other resumes and cover letters show individuals who knew they wanted a new challenge and had a pretty good idea of what they wanted to do next. *Real-Resumes for Financial Jobs: Using the Direct Approach* As you consider the possibility of a job hunt or career change, you need to be aware that most people end up having at least three distinctly different careers in their working lifetimes, and often those careers are different from each other. Yet people usually stumble through each job campaign, unsure of what they should be doing. Whether you find yourself voluntarily or unexpectedly in a job hunt, the direct approach is the job hunting strategy most likely to yield a full-time permanent job. The direct approach is an active, take-the-initiative style of job hunting in which you choose your next employer rather than relying on responding to ads, using employment agencies, or depending on other methods of finding jobs. You will learn

how to use the direct approach in this book, and you will see that an effective cover letter is a critical ingredient in using the direct approach. Companies look for personal qualities that they know tend to be present in their most effective professionals, such as communication skills, initiative, persistence, organizational and time management skills, and creativity. The Art of Using References in a Job Hunt You probably already know that you need to provide references during a job hunt, but you may not be sure of how and when to use references for maximum advantage. You should ask from three to five people, including people who have supervised you, if you can use them as a reference during your job hunt. You may not be able to ask your current boss since your job hunt is probably confidential. A common question in resume preparation is: The potential employer is not interested in your references until he meets and gets interested in you, so the earliest you need to have references ready is at the first interview. An excellent attention-getting technique is to take to the first interview not just a page of references giving names, addresses, and telephone numbers but an actual letter of reference written by someone who knows you well and who preferably has supervised or employed you. Such a letter often gives the prospective employer enough confidence in his opinion of you that he may forego checking out other references and decide to offer you the job in the next few days. Whom should you ask to serve as references? References should be people who have known or supervised you in a professional, academic, or work situation. References with big titles, like school superintendent or congressman, are fine, but remind busy people when you get to the interview stage that they may be contacted soon. Make sure the busy official recognizes your name and has instant positive recall of you! In summary, follow this rule in using references: The approach taken by this book is to 1 help you master the proven best techniques of conducting a job hunt and 2 show you how to stand out in a job hunt through your resume, cover letter, interviewing skills, as well as the way in which you present your references and follow up on interviews. Some Advice About Your Job Hunt Figure out what interests you and you will hold the key to a successful job hunt and working career. And be prepared for your interests to change over time! Your job hunt will be more comfortable if you can figure out what type of work you want to do. But you are not alone if you have no idea what you want to do next! You may have knowledge and skills in certain areas but want to get into another type of work. What The Wall Street Journal has discovered in its research on careers is that most of us end up having at least three distinctly different careers in our working lives; it seems that, even if we really like a particular kind of activity, twenty years of doing it is enough for most of us and we want to move on to something else! Realize, too, that interests can change over time; the activities that interest you now may not be the ones that interested you years ago. We strongly believe that interests rather than skills should be the determining factor in deciding what types of jobs you want to apply for and what directions you explore in your job hunt. What most people need in a job hunt is a versatile resume that will allow them to apply for numerous types of jobs. For example, you may want to apply for a job in pharmaceutical sales but you may also want to have a resume that will be versatile enough for you to apply for jobs in the construction, financial services, or automotive industries. Based on 20 years of serving job hunters, we at PREP have found that an all-purpose resume and specific cover letters tailored to specific fields is sometimes your best approach to job hunting rather than trying to create different resumes for different employers. Your resume will provide the script for your job interview. Its purpose is to blow as many doors open as possible and to make as many people as possible want to meet you. This statistic explains why: The typical newspaper advertisement for a job opening receives more than replies. And normally only 10 or 12 will be invited to an interview. Very literally, your resume should motivate the person reading it to dial the phone number you have put on the resume. If you have a resume already, look at it objectively. The one-page resume How long should your resume be? One page, maybe two. Usually only people in the academic community have a resume which they usually call a curriculum vitae longer than one or two pages. Remember that your resume is almost always accompanied by a cover letter, and a potential employer does not want to read more than two or three pages about a total stranger in order to decide if he wants to meet that person! A resume should be concise and exciting and designed to make the reader want to meet you in person! Should resumes be functional or chronological? Employers almost always prefer a chronological resume; in other words, an employer will find a resume easier to read if it is immediately apparent what your current or most

recent job is, what you did before that, and so forth, in reverse chronological order. Never mail or fax your resume without a cover letter. Your cover letter is a way of personalizing the resume by sending it to the specific person you think you might want to work for at each company. Your cover letter should contain a few highlights from your resume—just enough to make someone want to meet you. Cover letters should always be typed or word processed on a computer—never handwritten. Learn the art of answering ads. Sometimes an exciting job lurks behind a boring ad that someone dictated in a hurry, so reply to any ad that interests you. You may include a sentence in your cover letter like this: Use this cover letter as a model when you prepare your own reply to ads. Date 6 Part One: Arthur Wise Chamber of Commerce of the U. I would appreciate an opportunity to show you in person, soon, that I am the energetic, dynamic individual you are looking for as your Accounting Manager for the Chamber of Commerce in Texas. Here are just three reasons why I believe I am the effective young professional you seek: I am eager to contribute to that effort. In my current position I oversee 15 employees who include accounts payable and receivable specialists as well as professionals involved in capital investment planning and strategic forecasting. I would enjoy the opportunity to share my extensive financial knowledge with other professionals. I hope you will call or write me soon to suggest a convenient time when we might meet to discuss your needs further and how I might serve them. Yours sincerely, Your Name 2.

5: Real-Resumes Series | Awards | LibraryThing

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9: Examples Of Good Resumes That Get Jobs

by prep publishing business and career series: resumes and cover letters that have worked resumes and cover letters that have worked for military professionals government job applications and federal resumes cover letters that blow doors open letters for special situations resumes and cover letters for managers real-resumes for teachers real.

Enhancing development cooperation effectiveness to implement the National Strategic Development Plan 2006 Deryni Rising (Chronicles of the Deryni, Vol. I) Gypsies in social space Caring science as sacred science Jungug Choi, John Higley, Tong-yi Huang and Tse-min Lin Little Journeys to the Homes of the Great Volume 10 More battles with racism, sexism, and Kirbyism The Constitution As Junction of Force and Law Agriculture, livestock, forestry and fishing, mining, manufacturing Home, school, community interaction Grid paper 1 1 16 Program evaluation and program management : joining theory and practice Textbook of microbiology by dubey and maheshwari Air Activity p. 188 JumpStart Pre-K Colors, Shapes Sizes Workbook El Sida: Lo Que Los Jouenes Deben Saber Spelling Strategies That Work (Grades K-2) Project on merger and acquisition of vodafone and hutch Annotated bibliography on / Urban origins of rural revolution Life is a celebration! A different style president The Letters of Charles Dickens: The Pilgrim Edition Volume 7 Why the lectures might be interesting anyway The choir teacher as comprehensive musician When faith is not enough Mastering the game of go without human knowledge filetype Bertha Rochester: the mad sister in the attic Statistics with Stata (Updated for Version 7) High-tech careers, and how to thrive in them ch. 8. Libya Culture Smart! Ing as a psychosocial process Honor our common path: developing a willingness to learn, forgive, and make amends in our relationships Oracle of the Goddess Book and Card Pack Rand McNally Europe The history of english language in nigeria Legal heritage and critical legal thinking A brief view of the missionary proceedings in the western country The ultimate weapon Belous, R. Elf of the alpine.