

Resumefinder 2010

Richard A. Hart

Make Your Resume Talk Richard A. Hart, 2007-02-01 This book contains all the guidelines needed to help you write an advertisement resume that will get you interviews and a job. It promotes writing results work statements rather than task and responsibility statements. Key features include how to write 1. your heading in relation to space available, 2. targeted objectives, 3. work statements that use key words and still describe how good you are, 4. skill sections that show your level of ability, and 5. activities that show your chemistry. Make Your Resume Talk is written in sections to help you build or re-write your resume and help you tailor your resume to specific jobs. Many before and after resumes with individual critiques on different occupations are included to show how to write statements that get attention of potential employers. Helpful tips are provided throughout the book to highlight critical information for writing a resume that will talk for you. Chapters are provided to cover all aspects of the resume plus special chapters on electronic resumes, help for high school/college students, and the physical attributes of resumes. Effective cover letter guidelines with examples are provided as a bonus. Personal testimonials are scattered through the book to show you how the guidelines helped other users. The success of his approach is shown by this quote from a Senior Corporate Recruiter from Red Hat which stated, As a corporate recruiter, I view hundreds of resumes daily filed with buzz words, tasks and objectives that don't meet the candidate's background. These resumes are quickly eliminated. The resumes that follow the guidelines outlined in Dick Hart's book that show the depth of the candidate's ability and how well the buzz words apply to their accomplishments are the ones we seriously consider. Diligent applicants need to follow his advice and list solid achievements from past/current performance.

Resumes For Dummies Joyce Lain Kennedy, 2007-02-26 Is your job search stalling out after you submit a resume but before you're offered an interview? With reinvented recruiting technology, unmanageable millions of resumes choking employer databases, and government mandates in the name of diversity, a gigantic change has occurred in the recruiting world over the past several years—and it demands a fresh look at how you write and market your resumes. Whether you're entering the job market for the first time, changing jobs, or changing careers, Resumes for Dummies, 5th Edition will show you the ropes and rules for a new era in recruiting and job finding. With 85% new content added since the previous edition, this up-to-date guide gives you the very latest strategies on how to create, and more importantly, distribute your resume in today's new job search environment. You'll learn: Why most generic online resumes fail How to customize resumes for each job opening New quick ways to find the right jobs How to use meta search engines to your advantage Why both digital and print versions of resumes are still needed How to use resumes interactively The resume basics that still knock 'em dead How to create resumes for your life's changing phases What to do after you send them your resume With a wealth of sample resumes—organized by industry and career field, experience level and age, and special circumstances—along with tips on choosing professional resume help and other valuable resources, Resumes for Dummies, 5th Edition will help you get noticed in a universe saturated with billions of resumes and more on the way.

Encyclopedia of Job-winning Resumes Myra Fournier, Jeffrey Spin, 2006-01-01 This is the most helpful and comprehensive resume book you can buy. It includes more than 400 success-proven resume expamples that teach you how to personalize your resume according to your own unique career situation. The 17 chapters contain resumes that cover all major industries, span all job levels from entry-level to CEO, and are helpfully arranged by both job field and title to make it easy for you to quickly locate the resumes that address your particular field or situation. The first chapter includes expert advice on what to include on your resume and what to

omit, what to emphasize and what to tone down. It is specifically designed to keep reading to a minimum, so you can start sending out your resume as soon as possible. The second chapter, devoted to creating hard-hitting cover letters, includes 40 examples that cover a wide variety of typical career situations, while the third chapter includes 30 resumes that cover difficult circumstances. There is even a chapter devoted to students to help new graduates joining the workforce.

How to Say It on Your Resume Brad Karsh, Courtney Pike, 2009-01-06 An insider shows how to tailor a résumé that sets applicants apart from a sea of candidates. Recruiting director Brad Karsh has worked with thousands of misguided job seekers. Now he's putting his experience into print, with step-by-step guidelines to improve the wording, content, and format of any résumé. Knowing how employers choose candidates, the author shows how to make a résumé stand out. Whether readers are looking to make a career change, re-enter the workforce, find a first job, or acquire an internal position, Karsh demonstrates how to transform any résumé and get results. Includes advice for: ? First jobs ? Re-entering the work force ? Applicants who have been laid off ? Career changes ? Older applicants ? And more

The Resume.Com Guide to Writing Unbeatable Resumes Warren Simons, Rose Curtis, 2003-08-22 The nation's #1 online resume service offers its exclusive advice on how to craft a winning resume The Resume.com Guide to Writing Unbeatable Resumes draws upon the author's considerable expertise, as well as the vast Resume.com database, to arm job seekers with: Sample resumes for every profession and job category, at every level, from entry level to executive A comprehensive database of keywords, arranged by industry Electronic job-hunting advice and strategies, with tips on how to make any resume stand out online A detailed Before & After resume trouble-shooting worksheet Job seekers will also find an exciting added value with this essential text. With the purchase of this book, they'll be able to receive a free resume consultation with one of Resume.com's career consultants!

Resumes For Dummies Laura DeCarlo, 2019-03-19 Polish up that old resume—and land your dream job We've all been there: it's time to apply for a job or internship and you have to create or revise your resume. Many questions pop in your head. What do employers want? What skills should I highlight? How do I format this? How do I get noticed? But resume writing doesn't have to be a daunting task. The latest edition of Resumes For Dummies answers all of these questions and more—whether you're a resume rookie, looking for new tips, or want to create that eye-catching winning resume. In this trusted guide, Laura DeCarlo decodes the modern culture of resume writing and offers you insider tips on all the best practices that'll make your skills shine and your resume pop. Let's start writing! Write effective resumes that will stand out in a crowd Understand Applicant Tracking Systems and how to adapt your resume Keep your resume up with the current culture Position a layoff or other career change and challenge with a positive spin Leverage tips and tricks that give your resume visual power In order to put your best foot forward and stand out in a pile of papers, it's important to have an excellent and effective resume—and now you can.

The New Perfect Resume Tom Jackson, Ellen Perry Jackson, 1996 When published thirteen years ago, The Perfect Resume was the best resume book on the market. It transformed the old resume list of facts into a new model, an opportunity for self-expression and self-promotion. But today's perfect resume is not the same perfect resume of ten--or even five years ago. The New Perfect Resume provides the most effective strategies for dealing with the current shift away from 'good steady jobs' to an era of temporary, freelance, and consulting positions. In order to compete in today's business world, where employers are more interested in a candidate's skills rather than experience, and where no employment is guaranteed for life, resumes must be highly customized and targeted to an

employer with current or short-term needs. The New Perfect Resume shows readers how to: * Prepare a capabilities portfolio, which focuses on a candidate's talents rather than the number of jobs they've held * Write an internal resume that defines job responsibilities for those already with a job * Use E-Mail, the talent banks of the Internet, and electronic job searches Along with all these strategies, The New Perfect Resume includes all the hallmarks of a great resume book, including 50 samples of winning resumes, easy-to-use drafting forms, special resumes for recent graduates, salary negotiation strategies, and suggestions on how to write a perfect cover letter. A classic in the field of career development, The New Perfect Resume is sure to become the new standard upon which all other resume books are compared.

The Damn Good Resume Guide, Fifth Edition Yana Parker, Beth Brown, 2012-05-22 One of the best-selling resume books of all time and a trusted resource for job-seekers for nearly three decades, this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace. One of the best-selling resume books of all time and a trusted resource for job-seekers for nearly three decades, this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace. The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers, The Damn Good Resume Guide has been the go-to resource for writing and refining their resumes to damn near perfection. Filled with savvy advice and written in a straightforward, user-friendly style, The Damn Good Resume Guide will help you zero in on that dream job, then craft a winning resume that gets your foot in the door. This tried-and-true best seller has been fully revised and updated for today's job market, including: Contemporary sample resumes (all of which landed interviews!) with job objectives running the career gamut—from line cook to sales manager, school principal to software engineer. Tips on creating a functional, chronological, or hybrid resume—and advice on choosing which format is best for you. What to include and what to leave out of your resume, so you get the job you really want. Smart ways to deal with gaps in your work history and other less-than-ideal resume scenarios. Instructions for writing cover emails and submitting resumes electronically. How to set up (and excel at) an informational interview. Advice for formatting, polishing, and proofing your resume so that it stands out in the right way. And much more! Follow Parker and Brown's ten easy steps, and you'll be well on your way to a smart, effective, and thoroughly modern resume—a resume that makes you look good and produces results.

Vault Guide to Resumes, Cover Letters & Interviews Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top-notch resumes and sending tailored cover letters to going on winning interviews, this best-selling Vault guide is a comprehensive one-volume job search source.

Happy about My Resume Barbara Safani, 2008 Many great job candidates have poor resumes that are merely a laundry list of job tasks that do little to distinguish them from their competition. The average recruiter or hiring manager spends less than 15 seconds reviewing a resume. Most people's resumes fail to wow the reader and quickly end up in the no pile. Writing a resume can feel like an overwhelming task. It can seem like a Herculean effort to consolidate so much important information about a career into a one or two page document. But it doesn't have to be that way! In 'Happy About My Resume', Barbara Safani offers 50 tips for creating compelling copy and presenting it in a powerful way to grab the hiring authority's attention and get them to pick up the phone to call you in for an interview. Safani provides practical and easy-to-follow advice as well as numerous samples that show each of her tips in action. The book will help readers learn how to quickly create a resume that is professional, gets them noticed, minimizes the amount

of time they spend in a job search, and maximizes their earning power. The book is for anyone who wants to proactively manage their career and improve the quality of their current resume or create a resume from scratch.

101 More Best Resumes Jay A. Block, 1999-05-21 101 all-new resumes from America's top resume experts Land your dream job with the perfect resume! Jay A. Block and Michael Betrus—the experts behind the bestselling 101 Best Resumes—have put together 101 More Best Resumes to give you the edge in today's fiercely competitive job market. It's bursting with insights, phrases and formats that generate high-energy ways to sell yourself to employers. You get examples of outstanding resumes for jobs in 70 different categories and for every level of skill as you pick up all the ingredients that every great resume must have. You learn how to: *Create targeted resumes for specific jobs *Compose a resume that builds your confidence *Create a resume that meets the needs of today's employers You'll also find a special online resume formats and strategies...200 street-smart tips for getting hired...unconventional ways to find jobs...tips for negotiating a higher salary....writing action-oriented cover letters —and much, much more!

The Complete Book of Resumes Karen Schaffer, 2005-11-01 Crafting the perfect resume is the first step for job seekers. And these days, employers have tons of different filters to weed out candidates and narrow their hiring pool. The Complete Book of Resumes is packed full of information on crafting a resumes and the kind of structure and language that will get an employer's immediate attention as well as tons of samples for readers to use as a guideline for success. The Complete Book of Resumes includes information on: --How to begin if you're starting from scratch --The profile, or the most important part of your resume --Work experience, or What have I been doing all these years? --Punching it up--how to make a good resume great --The career transition resume chapter for brave souls --You're just starting out --Big leaps--positioning yourself for jobs above your current level Including more than 300 resumes, The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience.

Resume James Storey, 2016-06-23 Learn how to create a resume that is guaranteed to get you the job! Are you exhausted from the countless number of resumes you have submitted to various different jobs? Are you tired of not being able to land an interview? Well look no further! This book contains proven steps and strategies on how to craft effective resumes that is guaranteed to land you an interview and ultimately get you the job. This Book will: Discuss the basic information related to resumes Explain the main purpose of a resume and how it can help you in securing job offers Help you discover the major elements of a resume The things recruiters look for when reviewing a resume How to create a resume that suits the job you're applying for Arm you with tips, tricks, techniques, and strategies that can make writing great resumes a walk in the park If you're looking for an in-depth guide about resume writing, this is the perfect book for you. Apply the ideas included in this book and you will have high chances of getting hired.If you are on the brink of giving up, give the valuable information in this book a try!

Winning Resumes Robin Ryan, 2002-10-17 A new and improved edition of the ultimate resume guide A career coach and syndicated columnist shows how to use her powerful Goldmining technique to create the most effective resume possible. This remarkable technique is a seven-step process that brings out all of the candidate's most marketable skills and accomplishments. This new edition is updated to offer even better career advice from one of the foremost authorities on job search and hiring practices, including all the newest information on the best ways job hunters can use the Internet to their advantage. Includes a list of dozens of mistakes to avoid and ways to make the resume stand out as much as possible. Also featured are tips from human resources personnel

and hiring managers on key mistakes applicants make on their resumes.

Knock 'em Dead Resumes Martin Yate,2016-11-04 Expert advice on building a resume to get the job you want! Your resume is the most important financial document you'll ever create. When it works, so do you. Drawing on more than thirty years of experience, bestselling author Martin Yate shows you how to write a dynamic, effective resume that: Stands out in a resume database Builds a strong personal brand employers will want on their team Passes recruiters' six-second scan test Speaks to exactly what employers are looking for The new edition of this classic guide includes dozens of sample resumes as well as cutting-edge advice on resume-writing tactics. With *Knock 'em Dead Resumes*, 12th Edition, you'll grab employers' attention--and score the job you want.

Resumes for Communications Careers Editors of VGM Career Books,2003-04-22 Strong, impressive resumes that lead to the right job! This series helps job seekers write resumes that hit the target every time. Each book offers essential advice plus nearly 100 sample resumes and 20 cover letters tailored to a job seeker's needs or field of interest. Includes a variety of resume formats, tips on highlighting strengths and using active vocabulary, and helpful work sheets for gathering personal information.

The Career Change Resume Karen Hofferber,Kim Isaacs,2003-03-22 Written by the official resume advisers to Monster.com, this is the ultimate guide to creating life-changing resumes. The Career-Change Resume helps aspiring career-changers reinvent themselves by showing them how to transform their resumes. The book includes step-by-step instructions demonstrating how to craft resumes that open doors to new careers; more than 150 sample resumes and cover letters; valuable, innovative career-change tools and strategies; and solutions to common problems plaguing career-changers.

The Resume Handbook Arthur D Rosenberg,2007-12 Only one interview is granted for every 250 resumes received With *The Resume Handbook*, you can make sure yours is the one on top! Your resume has one purpose: to obtain an interview. In order to create an interview-winning resume, you need to know what to say and how to say it - and *The Resume Handbook* will show you how. The book focuses on three major objectives: Organization: Give your resume structure and visual impact to immediately capture attention The Basics: What to include and what to leave out so you don't turn off the reader Accomplishments: Present yourself as a highly motivated achiever Now in its fifth edition, *The Resume Handbook* features thirty-seven of the best resumes ever written and provides no-nonsense advice for making your resume stand out from the crowd.

Motivated Resumes & LinkedIn Profiles Brian E. Howard,2017-11-01 *Motivated Resumes & LinkedIn Profiles* is unlike any resume or LinkedIn profile book ever written! It gives you unprecedented insight and advice from over a dozen of the most credentialed, experienced, and award-winning resume and LinkedIn profile writers in the industry. It contains over 180 pieces of sage advice quoted throughout the book. You will learn how these writers create impactful resumes and LinkedIn profiles that will stand out, get you interviews, and job offers! Get inside the minds of these writers. Learn how they think about keywords, titling, branding, accomplishments, format, color, design, and a host of other resume writing and LinkedIn profile considerations as they create stunning resumes and winning LinkedIn profiles. Some say that *Motivated Resumes & LinkedIn Profiles* reveals too many secrets of the resume writing industry! Become an “insider” and learn the secrets from some of the very best.

Resume 101 Quentin J. Schultze,2012-03-06 Minimal job experience? No problem! You’ve just graduated and are ready to land your first real job after college or high school. But how do you write the first résumé and cover letter of your career if you don’t have any previous jobs to list? How do you stand out above the other applicants--including people with more experience who are out of

work--with your summer job at the diner, internship at the local paper, or spot on the Ultimate Frisbee team? Dr. Q to the rescue! For two decades, communication professor Quentin Schultze has been teaching résumé-writing to college students and recent graduates, helping them identify their strengths and transferable skills from their unique life experiences--from extracurriculars to part-time jobs to internships to volunteering. With *Résumé 101*, you'll discover the secrets to composing strong, impressive resumes and cover letters, such as: What to include when you lack professional experience How to get great references and recommendations Why to use a summary rather than objective statement When to include hobbies, travel, and technology skills What to do if your GPA isn't sky-high Which designs and basic formats work the best Where to find the perfect verbs and adjectives for a specific job With Dr. Q's help, you'll soon have a résumé and cover letter that will show hiring managers who you really are, why you're prefect for your dream job, and why they should choose you.

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