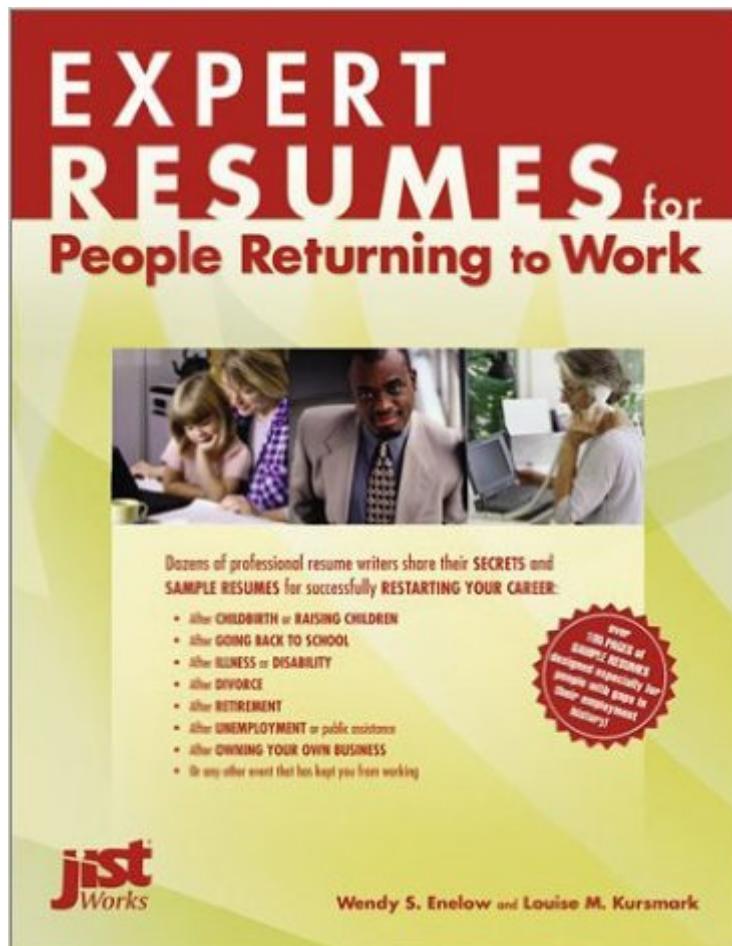


The book was found

Expert Resumes For People Returning To Work



Synopsis

A collection of professionally written resumes aimed at anyone who has left work for a period of time and then wanted to return. This situation requires a particularly unique approach on the resume and presents a challenge for so many job seekers returning to work. In addition to nearly 200 pages of sample resumes, the authors present sound resume writing advice, including how to create and use an electronic resume. The appendix includes Internet resources for an effective online job search. New for the second edition is a chapter on writing cover letters, as well as a collection of sample letters. --This text refers to an out of print or unavailable edition of this title.

Book Information

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Best Sellers Rank: #514,391 in Books (See Top 100 in Books) #172 inÂ Books > Business & Money > Job Hunting & Careers > Resumes #777 inÂ Books > Business & Money > Job Hunting & Careers > Job Hunting #2181 inÂ Books > Business & Money > Job Hunting & Careers > Guides

Customer Reviews

I really like the format and targeted focus of this book. It's a big 8 1/2 by 11 book - easy on the eyes. The first 62 pages gives good solid advice on the HOW of resume writing. It includes strategies for job search, gathering information, and examples of formatting styles. The rest of the book gives many examples of resumes and analyzes what the resume is designed to emphasize and why. If you are returning to the employment world after an absence - for any reason - this book is practical and mind expanding.

All of Wendy Enelow's books on resume writing are excellent. She is particularly good at providing examples of powerful resumes and illustrates the principles she talks about to grab an employer's

attention. This book is simply written, contains the most important information you need to know to do a good resume and an assortment of formats, different types of resumes, etc. I have used this book with my clients and I highly recommend it for those that are returning to work. It is encouraging and shows you how to take your transferable skills and present them in the best possible light.

Good resumes. short and sweet. Very useful for persons in 50s and above. Boiler plates for most common professionals that can be edited and modified. A CD would have been even better. Simple style.

It's a good book to learn how to create your personal resume. The book has many different examples and it would make it easy to follow. I would recommend this book.

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