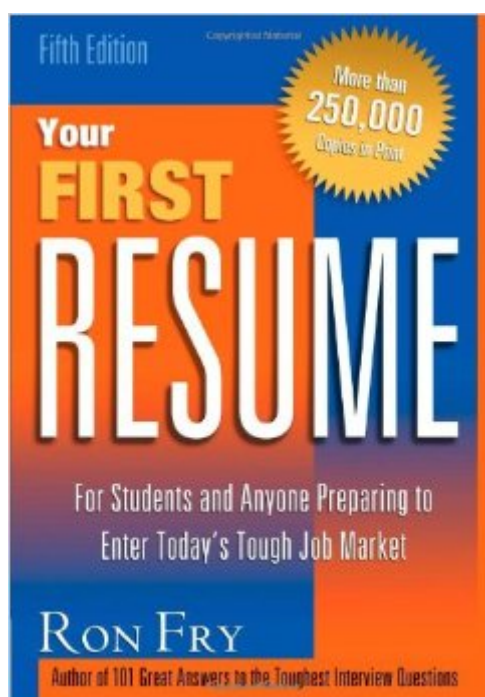


The book was found

Your First Resume



Synopsis

In *Your First Resume*, the author tackles the tough questions about making a resume stand out from the crowd- 20 seconds, he says, is all the time you've got to convince a screener that your resume is worth a closer look- 20 seconds to shout, "Read Me!" As a seasoned job-search author, he can provide all the information needed to create outstanding, job-winning resumes. Constructing a first resume requires following some basic rules and "bending" others. The author sorts it all out and provides 18 tips for the best-looking resume, essentials that absolutely can't be left out and the definite no's, some optional elements to include, and advice on using power words for impact, posting a resume online, and words of wisdom for women.

Book Information

Series: Your First Resume

Paperback: 188 pages

Publisher: Delmar Cengage Learning; 5 edition (September 15, 2001)

Language: English

ISBN-10: 1564145832

ISBN-13: 978-1564145833

Product Dimensions: 7 x 0.4 x 10 inches

Shipping Weight: 15.2 ounces

Average Customer Review: 5.0 out of 5 stars Â See all reviews Â (1 customer review)

Best Sellers Rank: #1,462,826 in Books (See Top 100 in Books) #50 in Â Books > Business & Money > Job Hunting & Careers > Job Markets & Advice #523 in Â Books > Business & Money > Job Hunting & Careers > Resumes #1856 in Â Books > Business & Money > Management & Leadership > Information Management

Customer Reviews

The book came in less than a week and it really prepared me for an interview that I had that same week. I got the job too! Haha. I'm a recent college grad so it helped a lot and touched on everything from writing a résumé, a professional letter, and how to answer questions at an interview. No complaints.

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