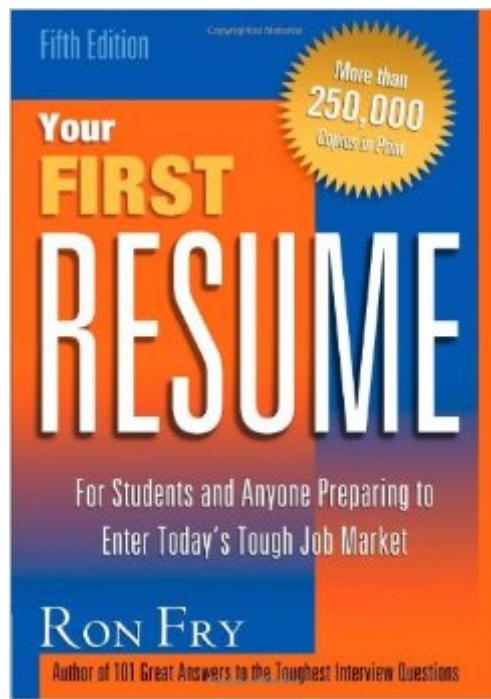


The book was found

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 starsÂ [See all reviewsÂ \(1 customer review\)](#)

Best Sellers Rank: #1,462,826 in Books (See Top 100 in Books) #50 inÂ Books > Business & Money > Job Hunting & Careers > Job Markets & Advice #523 inÂ Books > Business & Money > Job Hunting & Careers > Resumes #1856 inÂ 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 rÃ©sumÃ©, a professional letter, and how to answer questions at an interview. No complaints.

[Download to continue reading...](#)

Resume: How To Write A Resume Which Will Get You Hired In 2016 (Resume, Resume Writing, CV, Resume Samples, Resume Templates, How to Write a CV, CV Writing, Resume Writing Tips,

Resume Secrets) Resume Writing for IT Professionals - Resume Magic or How to Find a Job with Resumes and Cover Letters: Google Resume, Write CV, Writing a Resume, Get Job, IT Resume, Writing CV, Resume CV Resume: The Winning Resume, 2nd Ed. - Get Hired Today With These Groundbreaking Resume Secrets (Resume Writing, Cover Letter, Get Hired) Resume: [ORIGINAL] Writing 2016 The ULTIMATE, Most Up-to-date Guide to Writing a Resume that Lands YOU the Job! (Resume, Resume Writing, CV, Jobs, Career, Cover Letter, Profile Hacks) Federal Resume Guidebook: Strategies for Writing a Winning Federal Resume (Federal Resume Guidebook: Write a Winning Federal Resume to Get in), 5th Edition Resume Magic, 4th Ed: Trade Secrets of a Professional Resume Writer (Resume Magic: Trade Secrets of a Professional Resume Writer) Resume: The Secrets to Writing a Resume that is Guaranteed to Get You the Job (Resume Writing, CV, Interview, Career Planning, Cover Letter, Negotiating) Resume: The Winning Resume, 2nd Ed. - Get Hired Today With These Groundbreaking Resume Secrets 30 DIY Resume Hacks - Tips to Fast-Track Your Job Search Results: A Get-It-Done, Step-by-Step Guide to Create a Cutting-Edge, Stand Out Resume (The Intimidated Applicant's Series Book 1) Resume Writing 2016: Get the Job You Actually Want- An Ultimate Guide on Resume Writing and Tips to Win You Your Dream Job How To Write A Resume: The Ultimate Guide That Unravels The Closely Guarded Secrets of Resume Writing (Volume 1) Federal Resume Guidebook 6th Ed,: Writing the Successful Outline Format Federal Resume Resume Magic: Trade Secrets of a Professional Resume Writer What Color Is Your Parachute? Guide to Rethinking Resumes: Write a Winning Resume and Cover Letter and Land Your Dream Interview (What Color Is Your Parachute Guide to Rethinking..) Your First Resume What Color Is Your Parachute? Guide to Rethinking Resumes: Write a Winning Resume and Cover Letter and Land Your Dream Interview Modernize Your Resume (Modernize Your Career) My Very First Library: My Very First Book of Colors, My Very First Book of Shapes, My Very First Book of Numbers, My Very First Books of Words All Work, No Pay: Finding an Internship, Building Your Resume, Making Connections, and Gaining Job Experience F*ck Your Resume: The Revolutionary Guide to Getting Hired in the Digital Age

[Dmca](#)