

Polished: Adding Shine to Your Resume, Cover Letter, and Interview Skills

R. Scott Morris

*DOC | *audiobook | ebooks | Download PDF | ePub*

Polished



*Adding Shine to your Resume,
Cover Letter, and Interview Skills*

R. Scott Morris

DOWNLOAD



+

READ ONLINE

#1754057 in Books Morris Consulting, LLC 2010-02-20Original language:EnglishPDF # 1 10.00 x .27 x 8.00l, .55 #File Name: 0615348807118 pagesISBN13: 9780615348803Condition: NewNotes: BRAND NEW FROM PUBLISHER! 100% Satisfaction Guarantee. Tracking provided on most orders. Buy with Confidence! Millions of books sold! | File size: 67.Mb

R. Scott Morris : Polished: Adding Shine to Your Resume, Cover Letter, and Interview Skills before purchasing it in order to gage whether or not it would be worth my time, and all praised Polished: Adding Shine to Your Resume, Cover Letter, and Interview Skills:

3 of 3 people found the following review helpful. Concrete and ConciseBy Ryan WangAs a college student looking for a summer internship I found this book extremely useful since it shows you what an employer looks for in your resume or cover letter. Most career counselors or the Internet give you vague advice about emphasizing past tasks. This author shows you will be much better off focusing on illustrating transferable skills. He provides lots of examples and comments (often very funny) from his experiences recruiting for Goldman Sachs. He makes fun of statements like

"I feel that I am a perfect fit for XYZ Company". It reminded me that nobody likes being around a square, although most resume and cover letter advice seems to think that coming across as pompous and dull will help you get a job. Thank you R. Scott Morris! My resume works better and I feel better about showing it to others. Some other things I like about the book... It's concise. It provides a list of characteristics that employers look for. It has lots of examples of what to do and what not to do. For someone who's never written a resume or cover letter, it takes you from start to finish. 2 of 2 people found the following review helpful. Beyond useful and surprising
By Nirma Pina I'm a 19-year-old humanities major and I'm employed: why? Polished: basically the point of the book is to show "first time job seekers" (a very nice word for people who have no experience) how to turn what little you've done into an effective and alluring job application. As importantly, it talks about what not to do: the author is some kind of recruiter, so a good portion is spent running through a list of secret things that cause them to throw out your materials. Trust me, you wouldn't think of them. Give it a read, it worked for me! 1 of 1 people found the following review helpful. A unique book - worth every dollar
By Joe R. Davis III Its surprising nobody thought of writing something like this before. In Polished: Adding Shine, a recruiter--someone who spent his life hiring--explains what to do to impress recruiters, and what turns them off. Its very applicable and even funny too. Quick warning-- the price is steep. However, since it acts as a resume guide, cover letter guide, and interview guide at once, you do get three books in one. And, if you read it and use its techniques--and subsequently get hired like I did--it'll have paid for itself. Sounds like a good investment.

Polished: The Cover Letter, Resume and Interviewing Guide written specifically for college students and other first time job seekers! Wondering what recruiters really look for in job and internship candidates? Eager to position yourself for success? Polished reveals invaluable tips that will make employers notice you! Real life examples from a seasoned executive will teach you how to put your best foot forward in all stages of the job search, including: Cover Letters - create focused, concise prose that highlights your skills and advances you to the interview Resumes - develop insightful techniques that make it easy for employers to find and understand your key selling points Interviewing - leverage the value of your first impression by crafting your appearance and articulating your words for maximum effect Career Choice - assess careers and organizations to find the best match with your own personality and professional goals In Polished, Scott tells it like it is from his unique perspective as a hiring decision maker who has seen thousands of resumes and cover letters and conducted hundreds of interviews. Let's add some shine to your Resume, Cover letter, and Interview Skills!

From the Back Cover Written by R. Scott Morris, former CEO of the Boston Options Exchange and Managing Director at Goldman Sachs, Polished outlines methods for success and the pitfalls that doom many job seekers. "In Polished, Morris creates a perfect balance between hard-hitting advice and supportive guidance which will motivate and encourage job seekers to be successful." - Kathleen Comella Sullivan, Former Director, University of Chicago Careers in Business Program "Polished demystifies the job search process with businesslike precision and remarkable wit." - Harvard University Student, Class of 2013 "Scott Morris' unique perspectives on simplifying the job search process are invaluable to both the seasoned and novice job seeker." - Boston University Student, Class of 2010 "A one-of-a-kind guide, Polished is entertaining, clear, and compellingly insightful." - University of Chicago Student, Class of 2012 About the Author R. Scott Morris has always been actively involved in the on-campus recruiting process. He has reviewed thousands of resumes and cover letters and conducted over 500 interviews. Scott has a passion for solving complex problems and helping others learn; Polished is an expression of both these passions. Scott lives in west suburban Chicago with his wife, Margie, and their three teenage boys. Career Highlights: President, Morris Consulting, LLC CEO, Boston Options Exchange Group, LLC Managing Director, Goldman Sachs and Company Partner, Hull Trading Company