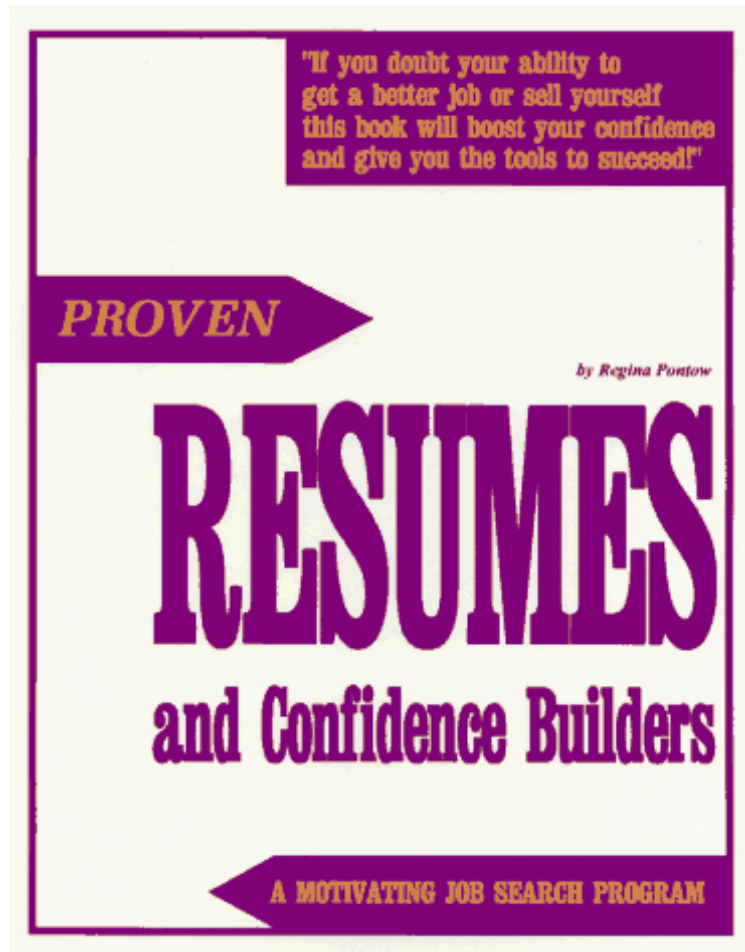


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Proven Resumes and Confidence Builders : A Motivating Job Search Program

Regina Pontow

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Regina Pontow : Proven Resumes and Confidence Builders : A Motivating Job Search Program before purchasing it in order to gage whether or not it would be worth my time, and all praised Proven Resumes and Confidence Builders : A Motivating Job Search Program:

A comprehensive resume writing and job search book. 12 chapters include: Before and after resume examples. 12 Questions to help you write strong resume content. Skill lists and sample sentences for over 20 industries. Worksheets to select the best resume format, create a powerful objective statement, and select skill headings for your resume. Before and after cover letter and thank you letter examples. An extensive chapter on conducting an effective job search. And, one of the most popular chapters on building your self-confidence. Book is used by over 90 colleges in

the U.S. and by employment security offices, major corporations and municipalities for employee outplacement.

About the Author Regina Pontow has spent over 10,000 hours writing resumes for clients with incomes from \$10,000 to \$200,000. Her background includes being a Job Placement Specialist for the University of Washington, Bothell. Regina has also owned a personnel agency and currently specializes as a staff trainer for college instructors. Regina has also written 6 booklets targeted for specific college programs as well as creating an instructor transparency set to teach resume and job search classes. Excerpt. Reprinted by permission. All rights reserved. **The Importance of Self-Confidence When Writing A Resume or Looking For A Job** Most people experience some degree of fear or self-doubt when changing jobs. These feelings can keep people in unsatisfying jobs, cause them to put off writing a resume, and can erode their confidence. Our feelings and confidence level are the most important factors in determining how easy or how hard it is for us to secure a better job, write a resume, or interview successfully. Working with clients from all walks of life I continually see how feelings of self-doubt keep many people from achieving their career goals. Self-doubt can cause them to procrastinate and undermine their success. Many clients come into my office feeling dejected and say things like: "If I can't feel confident about myself, how will I ever get an employer to feel confident about hiring me?" "I've never had to look for a job before, it's really scary." "I was fired from my last job. I'm not sure anyone will hire me." "I feel so defeated each time I try to write a resume. It seems like I don't have any 'real' skills." The impact that self-confidence has upon career achievement goes unaddressed in current career and resume books. No matter how good a career or resume book is, if you are feeling a lot of self-doubt and the book does not show you how to deal with these feelings, it is likely you will fail to attain your goals. It won't matter if you have the best or the most expensive resume money can buy. If you aren't feeling confident, this will come across in interviews and sabotage your success. If your self-confidence isn't boosted before resume writing begins, what do you get? A weak, understated resume that reinforces self-doubt, doesn't work, or generates job offers below your abilities. Helping people deal with their feelings and boost their confidence is the main reason I've been so successful in writing resumes. I spend at least two hours with each of my clients as they share their hopes and fears with me. This allows me to reflect back to clients their feelings and give them new input about their skills and abilities. A large part of my role as a resume consultant is being both a counselor and cheerleader. Chapter 1 and Chapter 12 provide a variety of methods I've developed as a career counselor and motivator. These chapters show you how to change any doubts you may be feeling into feelings of confidence. The rest of the book deals with "nuts and bolts" information that teaches you how to create a great resume and conduct a successful job search. Sprinkled throughout these sections are anecdotes to inspire you and help you achieve your goals. Good luck on your journey! **The Importance Of Your Self-Image** A few years ago I worked with Ted, a man who had patented a product which generated over \$4 million for his company. He also managed major accounts with annual sales of \$50 million. When I asked him what salary he would negotiate for he said, "Somewhere between \$100,000 to would be very confident of his abilities. Yet, when we completed his resume Ted said, "This sounds great, but I don't know, what if an employer expects me to be able to do all these things? It's kind of scary." I use Ted as an example because many people think Ted would have no reason to doubt his abilities when he makes so much money. When I told Linda, a personnel manager, about Ted she said, "I can't believe he'd have any trouble looking for a job." On the flip side, many of us think Linda should have no problem writing a resume because she's a personnel manager. Yet, she said, "I write resumes for all my friends and employees but I can't write one for myself. Here I am managing personnel operations for a staff of 250 with a salary of \$45,000. It's embarrassing that I can't write my own resume." When Ted returned to pick up his resume he mentioned how glad he was to have it completed. He felt silly that he had so much trouble putting it together. I told him Linda's story. He couldn't believe she'd have any trouble writing her resume since she was a personnel manager. The point is: We all tend to doubt our abilities when writing a resume. Don't let self-doubt lead you to create a weak resume or to undersell yourself in an interview and ultimately limit your job possibilities.