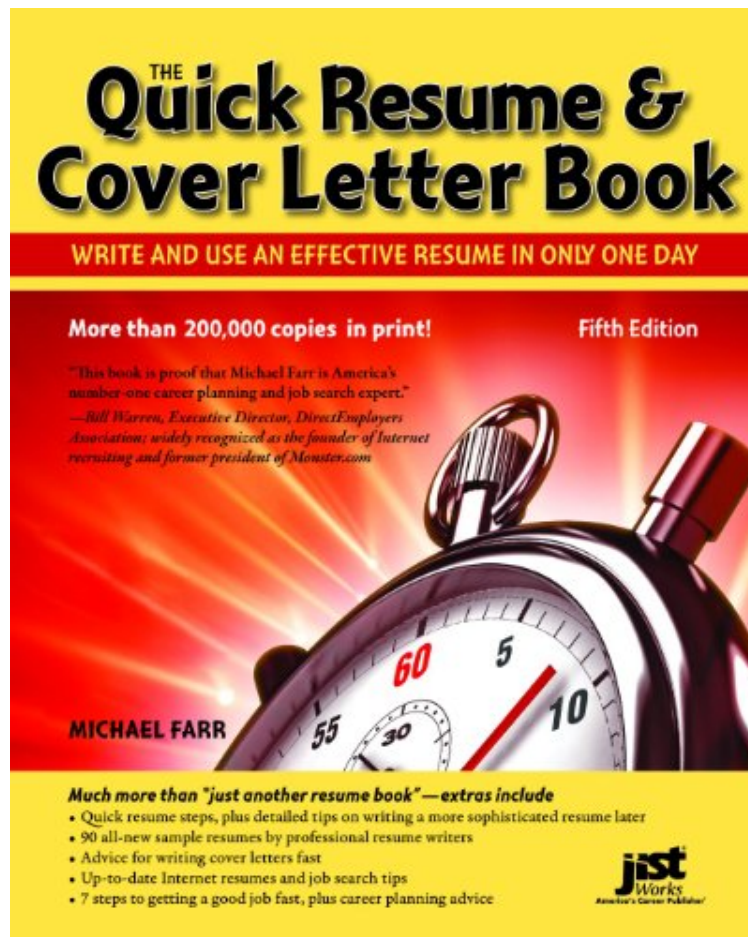


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## Quick Resume Cover Letter Book: Write and Use an Effective Resume in Just One Day (Quick Resume and Cover Letter Book)

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Americas leading job search and career guidance expert presents his definitive guide to resumes, offering well-researched and proven techniques; a friendly, easy-to-follow design; and rock-solid advice to create outstanding resumes and, more importantly, use them effectively. The very easy-to-use first section of the book shows how to create a basic resume in about an hour and an improved resume in about half a day. The new edition includes more than 90 sample resumes written by professional resume writers for all types of jobs and people. The book also provides excellent career counseling sections to help people define their ideal job then go out and get it. This book can help anyone find a job from high school graduates to high-level professionals.

"Highlights the work of some of the resume writing industry's best; reveals the tricks of our trade." -- Bridget Weide Brooks, editor, Resume Writers Digest "This book gets two thumbs up and five stars as a very useful book with practical tips and references." -- Nick Nigro, Career Services Director, Davis College, Toledo, OH "This book is proof that Mike Farr is America's number-one career planning and job search expert." -- Bill Warren, Executive Director, DirectEmployers Association; widely recognized as the founder of Internet recruiting and former president of Monster.com "With excellent resume strategy AND solid job search advice, gives you a 1-2 punch for a knockout job search campaign. -- Susan Britton Whitcomb, President, Career Masters Institute; author, Resume Magic, Interview Magic, and Job Search Magic From the Back Cover Why Buy This Book? The Quick Resume Cover Letter Book shows you how to quickly create an effective resume that can be used immediately in the job search. In these pages you'll find expert advice from the author on creating and using a resume, developing a "skills language," establishing a job objective, writing job search correspondence, uncovering the hidden job market, and getting a better job in less time. No matter what your employment history, read this book to discover how your resume can emphasize your strengths and diminish your weaknesses. Features More Than an Ordinary Resume Book A "same day resume" work sheet helps readers design instant and effective resumes. More than 60 examples of resumes written by professional resume writers and organized by occupational categories. Tips for handling special employment situations, such as job gaps, lack of experience, career changing, or having been fired. Techniques for using computers for layout and design. Advice on writing the often-overlooked cover letter, thank-you note, and other job search correspondence. Special section devoted to job search: uncovering the hidden market, handling tough interview questions, following up, and getting a better job quicker. Section-by-section formatting makes it easier to find the information you need most if you don't have the time to read the entire book. About the Author Michael Farr has been teaching, writing, and developing his job search techniques for over 20 years. He has written dozens of books that have sold over 2 million copies. Mike emphasizes practical, results-oriented methods that have been proven to reduce the time it takes to find a job. His commonsense advice has made his books the most widely used in job search programs. Other books by Mike Farr include Best Jobs for the 21st Century, 50 Best Jobs for Your Personality, Getting the Job You Really Want, Same-Day Resume, Next-Day Job Interview, and 15-Minute Cover Letter.