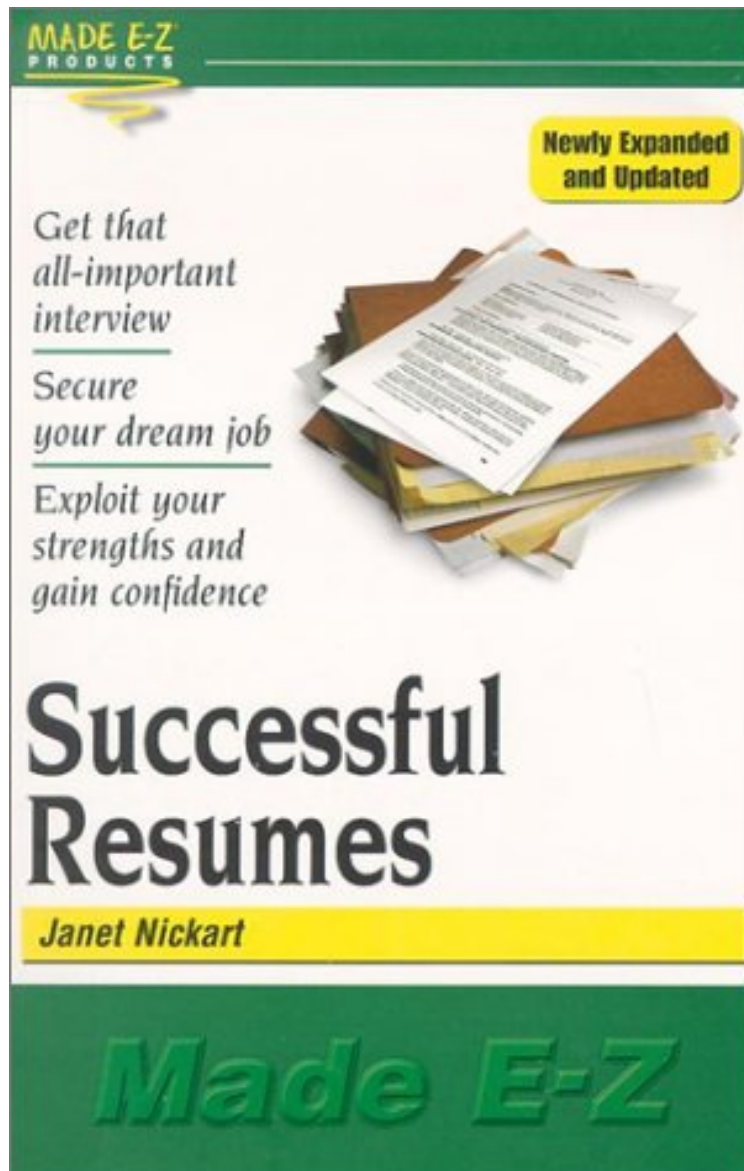


[Free read ebook] Successful Resumes (Made E-Z)

Successful Resumes (Made E-Z)

Janet Nickart

ePub | *DOC | audiobook | ebooks | Download PDF



DOWNLOAD



READ ONLINE

#18692120 in Books 2002-05-01Original language:EnglishPDF # 1 .47 x 5.98 x 9.021, #File Name: 1563825201232 pages | File size: 40.Mb

Janet Nickart : Successful Resumes (Made E-Z) before purchasing it in order to gage whether or not it would be worth my time, and all praised Successful Resumes (Made E-Z):

0 of 0 people found the following review helpful. One of the more practical books on the subjectBy Harold McFarlandThere are many books on the market about how to prepare a resume and many of them conflict with each other. "Successful Resumes" is like the condensed version of some of the best. There are larger, more complete books

on resumes available but if you don't have the time to wade through a four hundred page book then this is the best way to get the quick condensed version. It includes sections on how to use "action" words to get the reader excited about your resume. It details how to create the cover letter, what to do with a reference letter, the elements of a successful resume, and common mistakes. It even includes sample letters for how to answer a classified add, samples of resume types (chronological, functional, or combination), and how to write a follow-up letter. One of the unique items in this book is that it contains page after page of forms you can use to help organize your data and get it into an appropriate format. The author finishes with a section on how to become your own career consultant. While not as extensive as some of the other books on getting a job and resumes, it is much more practical than most. Instead of providing a lot of information and no practical walk-through on preparing your resume, this book gets right to the point and contains the best practical method to actually put the resume together that I have seen. This practical aspect of the book makes it a recommended read for anyone planning to start producing and sending resumes of any kind.

Are you qualified for that job, but can't get your foot in the door? The newly expanded and updated Successful Resumes Made E-Z provides all the tools and strategies for preparing professional resumes and powerful cover letters that are guaranteed to impress your prospective employer. Use our exclusive worksheets, sample resumes and cover letters as guides to organize your experience and skills into one results-driven package.

About the Author Janet Nickart is Director of Human Resources for a national telecommunications company. She has an M.S. degree in Human Resource Management and is a former teacher, editor, legal proofreader, and legal secretary. Ms. Nickart has won numerous writing awards, the most recent from the Atlantic Monthly Magazine.