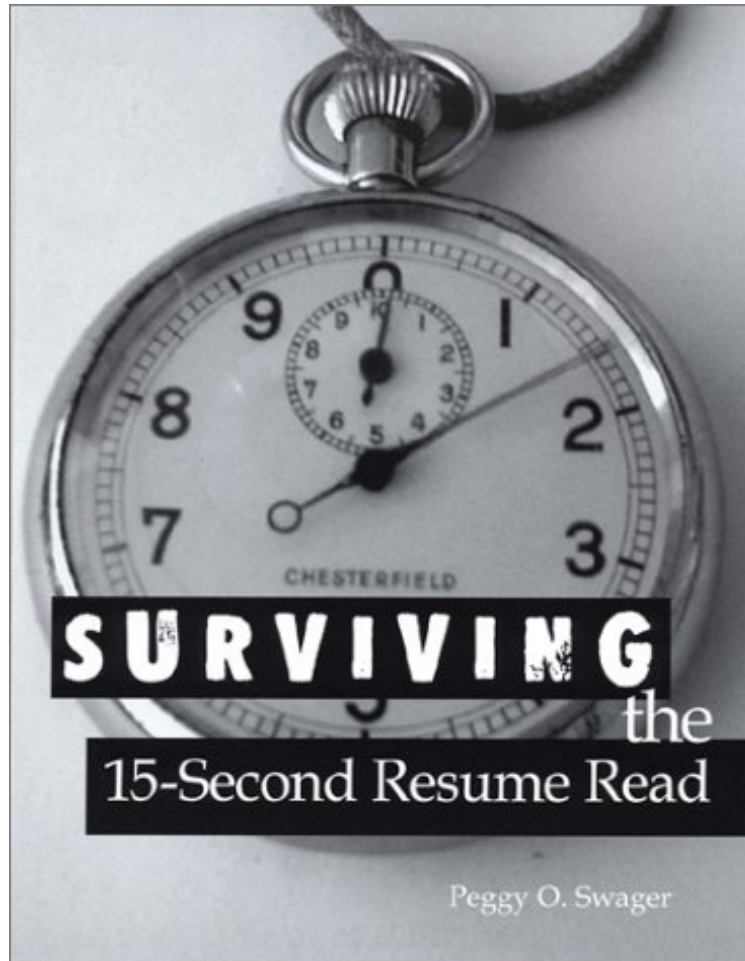


[Download] Surviving the 15-Second Resume Read

Surviving the 15-Second Resume Read

Peggy O. Swager

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



DOWNLOAD



READ ONLINE

#5687625 in Books Hi-Caliber Books Llc 2003-01-10Original language:EnglishPDF # 1 10.50 x 8.25 x .50l,
#File Name: 0972652604216 pages | File size: 15.Mb

Peggy O. Swager : Surviving the 15-Second Resume Read before purchasing it in order to gage whether or not it would be worth my time, and all praised Surviving the 15-Second Resume Read:

0 of 0 people found the following review helpful. Five StarsBy CustomerThe book is very helpful and what I was looking for.3 of 3 people found the following review helpful. The only How-To Resume guide you will needBy DoozymanThis is the first review I have done but I thought this book was excellent and it sure came in handy for me when I needed to prepare a resume over a weekend. I picked up `Surviving the 15-Second Resume Read' at my local library along with `Resumes for Dummies'. I looked at `Surviving' first and was glad I did. The author gives very thorough and specific instructions on how to prepare an effective and great looking resume. There are plenty of before and after examples with explanations of why changes were made. She even gets into the details of font selection, font size, and how to set up `styles' in Microsoft Word to make it easier if you have to make changes later. She mentions things you should and should not include in a resume. It's not uncommon to see things in resumes that the author says

you should not include (like an Objective). After seeing some of the resume examples in 'Surviving', the ones in other books don't look near as good. You can't go wrong with this book. If you only get one book on writing resumes, pick up 'Surviving the 15-second Resume Read'. 6 of 7 people found the following review helpful. For job hunters seeking to secure a coveted position

By Midwest Book Review

Surviving The 15-Second Resume Read by professional resume writer and consultant Peggy O. Swager is a solid, practical, "user friendly" guide to what employers specifically look for on one's resume. Filled from cover to cover with a wealth of advice, tips, tricks, and techniques concerning what can (and should) be done to make a resume stand out from the hundreds others landing on a potential employer's desk in the few seconds that a may be devoted to scanning it, Surviving The 15-Second Resume Read is an excellent and highly recommended supplementary resource for job hunters seeking to secure a coveted position in today's highly competitive and volatile job market.

Surviving the 15-Second Resume Read is right on target for today's job seeker. People who haven't recently done a resume will find many things have changed. Gone are the days where one simply types out a work bio. With the high volume of resumes submitted for each job, employers will accept or reject a resume within 15-seconds. This means a resume needs to be tailored to the employer's needs, and at a glance communicate skills and abilities. This book gets right to the point on how to strongly communicate pertinent job skills. It also covers commonly miss-handled information such as company mergers and buyouts. Font and formatting instructions ensure a professional appearing resume that is easy to skim read, and that will fax and email legibly. Especially helpful and unique is the chapter that critiques resumes that failed, and the chapter on reducing volumes of information into high-impact content. The book layout allows for easy reading and searching for specific information.

From the first chapter onwards, it's obvious Swagers been behind the scenes. This book is the tool of choice. -- Jim Santee, OC International

Swagers knows job placement and resumes. This book is vital to your successful job search in this competitive marketplace. -- Edward A. Scott, Ph.D. Academic Library Director

From the Publisher

Surviving the 15-Second Resume Read has uprooted other resume books by telling people why their old-style resume isn't getting them the job they want. Even before our current job crisis, employers were accepting or rejecting resumes within 15-seconds. The reason is simple. Taking five minutes per resume would consume 8 hours for 100 resumes. Eliminating unqualified candidates with a quick read only takes an hour. People who can't communicate their qualifications at a glance will lose out on job opportunities. This book helps job seekers communicate their pertinent job skills. Hi-Caliber Books, LLC

About the Author

Peggy Swager is an award-winning author and a recognized resume expert who worked for years as a resume re-writer for an executive recruiting firm. Her mentors were top employment recruiters who worked directly with employers. She went on to open her own office as a freelance resume writer and created resumes that had immediate success.