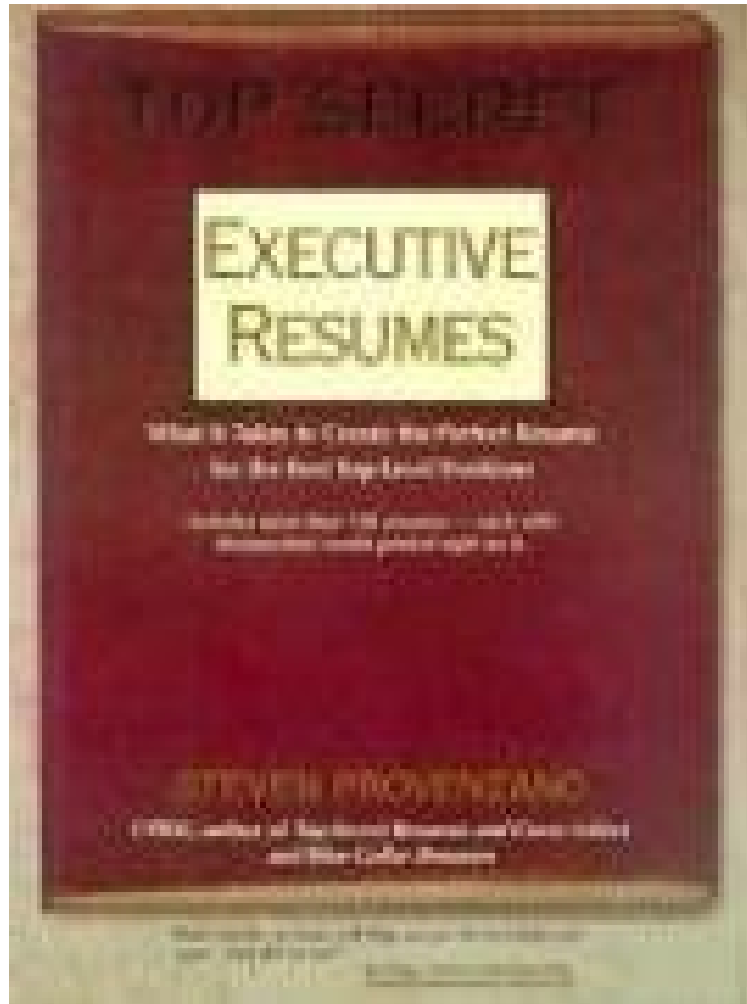


Top Secret Executive Resumes

Steve Provenzano

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an 11 year old book. I would concentrate on more updated resume writing books. 9 of 9 people found the following review helpful. Insightful! By Rolf Dobelli This brief but detailed survey of resume-writing techniques provides dozens of examples of successful executive resumes. Author Steven Provenzano provides concrete, practical advice for assembling a resume for both personal review and electronic scanning. His ideas are simple and easy to implement, and are presented in plain, direct language. Interestingly, some of these concepts, especially about the length and layout of a resume, go against the conventional wisdom of resume writing and so are especially valuable. We [...] recommend this solid primer on resume preparation, which is also a useful reference for experienced job hunters who may find ideas and inspiration from other people's resumes. Executive job seekers from the mid-level manager on up should find this book useful in their quest for a better use of their talents and time.

This practical and helpful guide takes you step by step through the process of writing and formatting a job-winning resume. Steven Provenzano starts off with advice on identifying and expressing one's special talents and abilities. Worksheets are included throughout to help readers get organized and motivated.

About the Author Steven Provenzano is a Certified Professional Resume Writer (CPRW), a Certified Employment Interview Professional (CEIP) and career coach who runs a thriving business helping people at all income levels advance their careers. He is the author of eight career books including Top Secret Resumes Cover Letters and Top Secret Executive Resumes, and has 20+ years in resume writing and corporate human resources. He has appeared on CNBC, WGN, ABC/NBC News in Chicago, CLTV and numerous radio programs. His work and concepts have been featured in The Chicago Tribune, The Wall Street Journal, the NBEW and Crain's Small Business. As President of ECS: Executive Career Services, Inc., he conducts seminars on resume writing and effective career search and development for major corporations. Mr. Provenzano and his staff have written more than 4000 resumes for clients worldwide through their Chicagoland offices and their website: www.Execcareers.com. The author will provide a free resume analysis, and you may send direct to: Execcareers@aol.com Toll free: 877-610-6810