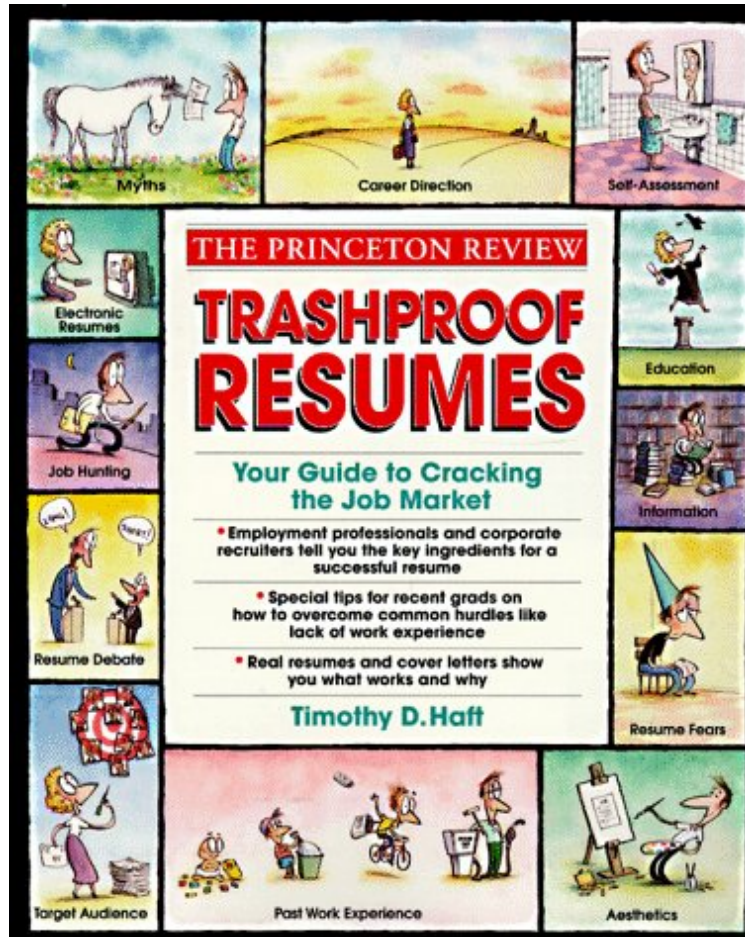


Trashproof Resumes (Princeton Review)

Timothy Haft

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Timothy Haft : Trashproof Resumes (Princeton Review) before purchasing it in order to gage whether or not it would be worth my time, and all praised Trashproof Resumes (Princeton Review):

5 of 5 people found the following review helpful. The book I would have written...By Michel A. Legault Having been an employment counsellor with University students for the past 25 years I have read many books on Resume writing... This book is the culmination of my views on how a resume should be written in today's ever evolving labour market. I only wish that this book would be translated into other languages (French, Spanish, and German) so that many would benefit from it's wealth of resouces in resume building. As I said...a book I would have written, is well worth the purchase... a job hunter should combine this book with Richard N. Bolles "What Color is your Parachute - 2001" and would have all he or she needed in their job hunt...Good luck and good read.2 of 2 people found the following review helpful. Excellent book for 20-somethingsBy martinquinn Most candidates have trouble starting to write a resume and the 20 pages of resume samples short-circuit that stumbling block. It shows numerous "actual" sample resumes in Chapter 8 and highlights sections that are good and WHY. In addition, Chapter 5 answers common questions by job

candidates about what to include and provides evidence by polling recruiters and job counselors. Overall, a superb resource for the 1 to 5 year candidate and a great one for anyone looking to brush up their resume. 5 of 7 people found the following review helpful. Trashproof Resumes By Chris Teske This book is very well written, and addresses its subject in an easy to follow way. It's definitely a number one trashproof reference for people seeking help designing resumes.

Q: What is a trashproof resume? A: A trashproof resume defies waste baskets, resists recycling bins and works its way to the top of the pile to get you an interview. Trashproof Resumes shows you how to write an awe-inspiring resume that gets you through that all-important door. Think of it as your personal resume coach. Chapters include: a thorough self-assessment -- just what do you want to do? how to get the real you on paper resume design and layout resume language, including extensive lists of Power Verbs real resumes from recent grads applying for positions in fields from ballet to banking how to write a great cover letter how to pick the right paper, printing and envelopes getting your resume to the right people navigating the resume superhighway resume and career advice from over 100 career counselors and human resource professionals

From School Library Journal YA? A practical, eye-catching resource. Haft takes readers step by step through a self-assessment, and thoroughly discusses the drafting of a resume: format, language, writing style, length, design, presentation, cover letter, etc. Many samples of actual resumes are included. Short tips are highlighted in gray boxed insets. Particularly helpful are the tips on downplaying one's weaknesses, although the author stresses telling the truth. Cartoons at the beginning of each chapter and a slightly humorous tone keep readers' interest. Although designed to be read in its entirety, the logical approach, chapter headings, and numerous subdivisions provide avenues for those wishing to read only portions of the text. The sections on interning, volunteering, and hi-tech resumes show that the data is contemporary. Strictly speaking, this is a workbook, but there are really so very few pages with fill-in-the-blank lines that librarians who discount the book for that reason will miss providing an excellent tool for their patrons. ?Claudia Moore, W.T. Woodson High School, Fairfax, VA Copyright 1995 Reed Business Information, Inc. From the Inside Flap Q: What is a trashproof resume? A: A trashproof resume defies waste baskets, resists recycling bins and works its way to the top of the pile to get you an interview. Trashproof Resumes shows you how to write an awe-inspiring resume that gets you through that all-important door. Think of it as your personal resume coach. Chapters include: a thorough self-assessment -- just what do you want to do? how to get the real you on paper resume design and layout resume language, including extensive lists of Power Verbs real resumes from recent grads applying for positions in fields from ballet to banking how to write a great cover letter how to pick the right paper, printing and envelopes getting your resume to the right people navigating the resume superhighway resume and career advice from over 100 career counselors and human resource professionals About the Author Tim Haft is also the author of The Princeton 's Job Notes: Resumes and the co-author of The Princeton 's Job Smart. He is currently a career counselor and resume consultant, as well as the Senior Editor at a national nonprofit association that assists high school students with the transition to college. In the past, he has served as a career counselor at New York University and the Fashion Institute of Technology. He holds a BA in history from the University of Virginia and an MA in sociology from New York University.