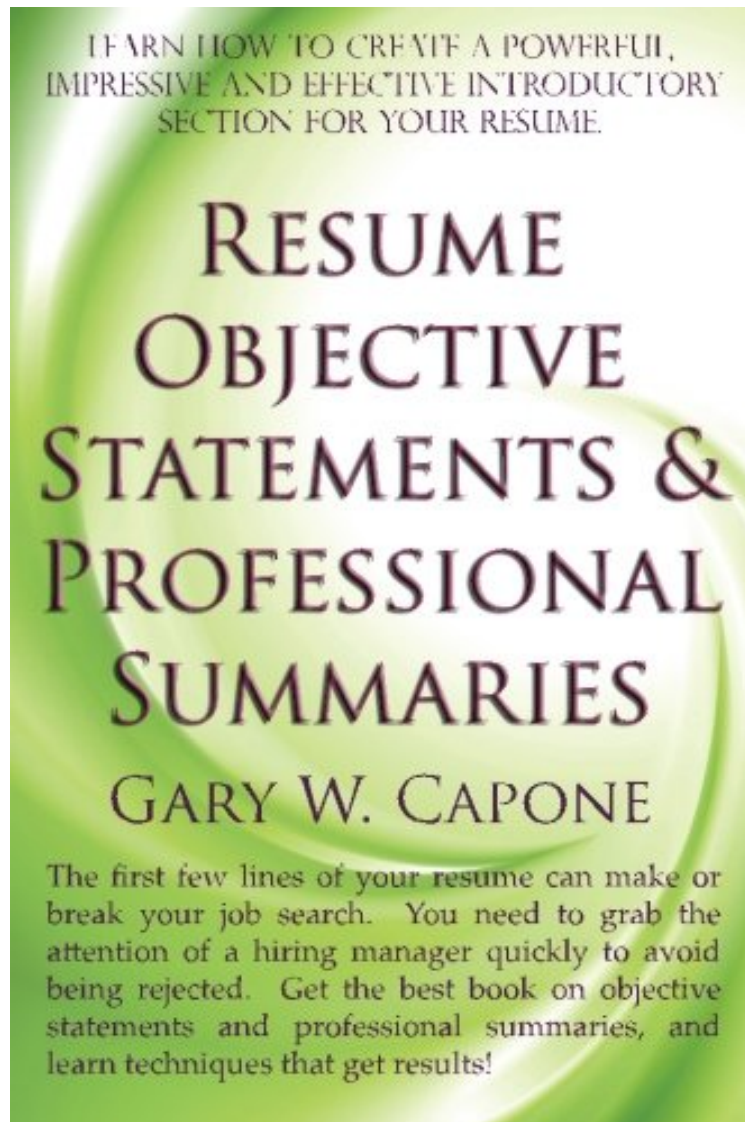


Resume Objective Statements and Professional Summaries

Gary W Capone

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Gary W Capone : Resume Objective Statements and Professional Summaries before purchasing it in order to gage whether or not it would be worth my time, and all praised Resume Objective Statements and Professional Summaries:

1 of 1 people found the following review helpful. Valuable tool to improve a resumeBy C. M. WilsonResume Objective Statements and Professional Summaries by Gary W. Capone is a very useful book on a very specific topic: distinguishing your resume by adding an introduction at the beginning (either summarizing your professional experience or providing an objective statement of what you are after in a job). The author explains why a summary is

important and then goes on to provide real-life examples of both objective statements and professional summaries. He explains in detail why each example succeeds or fails, and helps the reader understand how to improve them. He then provides the guidance necessary to help the reader craft their own objective statement or professional summary. I have to admit that when I started the book I was unconvinced that an introduction could make a difference, but the author does a great job of explaining why they are important, primarily by helping the reader understand how a HR professional reviews resumes, what they are looking for, and how to appeal to the reviewer by quickly presenting yourself as someone who can help the company succeed. It makes perfect sense, and I am inspired to re-work my resume to include a professional summary. The book is well written, clear, easy to understand, and gives the reader some very valuable tools to improve their resume. Well worth the time to read and work through. Recommended as a valuable tool to improve a resume. 0 of 0 people found the following review helpful. A "How to" guide for creating compelling branding themes for your resumes By David W. In the first several chapters of the book, you will gain a solid understanding of the hiring manager's perspective when reviewing resumes. Mr. Capone clearly imparts his thoughts on how best to capture their attention and what their desire to read further into your resume. In the latter chapters, this understanding of the hiring manager's perspective becomes invaluable for grasping the concepts that are integral to writing professional summaries that yield the greatest potential for getting interviews. In addition to providing a solid understanding of the theory behind, and the elements in, good objective statements and professional summaries, this book contains several examples; each gleaned from real resumes. Mr. Capone's evaluation of each example gives keen insight into the detailed elements of highly effective branding statements and summaries. Mr. Capone aptly notes, "The ultimate goal of your resume is to motivate the hiring manager to want to interview you." Applying the principles taught in this book will set you apart from the rest of the candidate pool and increase the number of interview opportunities you receive. 0 of 0 people found the following review helpful. Informal writing style but valuable nonetheless By GREEK2U Upon reading the e-book version (which is cheaper), I noticed two glaring grammatical errors in the first chapter alone which completely turned me off. There are also misuses of commas in many sentences and what seems to be a lot of repetitiveness throughout chapters and even the same paragraphs. This makes the book come across as if written by a novice writer. However, the content is valuable and should be read by anyone looking to spruce up their resume as it provides great insights into what hiring managers often look for. Could be easily read in a day.

Resume Objective Statements and Professional Summaries will show you how to start your resume with an introduction to grab a hiring managers attention. Your resume will become a powerful and impressive sales tool for your job search. Unlike other books on resumes that provide a chapter or two on objective statements and professional summaries, this book attacks the topic. Numerous examples are provided, analyzed and improved. Each step is explained in detail. You will learn how to create a powerful, impressive and effective introduction that will make an impact and get results. To have a chance of landing an interview, you must first grab a hiring managers attention. Your resume is a sales document. It needs to sell your potential from the instant a hiring manager starts reading. To do this, you need a strong, impressive and effective introduction. This introduction will create excitement in hiring managers and motivate them to want to learn more. In other words, you need an introduction that will lead to interviews. Most job seekers understand how important the start of their resume is, but this is also the part of their resume that they struggle with the most. The result is typically a weak, uninspiring start that is completely ineffective. This book offers the solution. It is entirely focused on Objective Statements and Professional Summaries, the two most common styles of introductions. Other resume writing books provide a little advice on a wide range of resume writing topics. They try to answer every question a job seeker might have, but provide limited depth on each topic. You need to become an expert at creating a powerful and effective introduction. You need this book, and you need the winning introduction you will learn to write.