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## **Resume: The Winning Resume, 2nd Ed. - Get Hired Today With These Groundbreaking Resume Secrets**

*Steve Williams*

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#457695 in Books Williams Steve 2015-10-09 Original language: English PDF # 1 9.00 x .19 x 6.00l, .14  
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Great book packed with a ton of valuable information. All the chapters are super useful and not wasting your time with pointless information. I really liked tips on standing out by not standing out, or how to write a resume when you are lack of work experience. This guide goes deeper in some smaller details, like what font to use, bolding, italics etc., not using I or ME words and a lot of more. In the end it explains about cover letters, when to and how to write them. After reading this book there seriously aren't things that I wouldn't know about how to write a resume. Great Guide!  
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If you are trying to get your ideal job or just seeking to find some part-time work, it is very essential to have a flawlessly written resume. You need to stand out from hundreds of applicants on a piece of paper and that can be as challenging as it sounds. A resume is your personal marketing document designed to promote your skills and abilities to a potential employer or hiring manager within about 20 seconds so it is crucial to show them at a glance why you are the best fit. Steve Williams provides us a step-by-step guide to create a winning resume with numerous beneficial tips and tricks to use and mistakes to avoid. It also includes resume and cover letter examples that they might be valuable. I totally recommend it to anyone who would like to write a wonderful resume.  
3 of 3 people found the following review helpful. Nice strategies!  
By Amanda  
Knowing the do's and don'ts of creating a resume will surely increase your chance of being employed immediately! This book provided all the needed information, the important ones, which are very relevant to an aspiring person. Nice strategies!

SECOND EDITION, Bonus resume templates included! Are You Tired of Struggling To Land Job Interviews? If So Then Keep Reading Below To Learn How To Make A Killer Resume So many people take writing their resumes way too lightly. Imagine this scenario, you have a potential employer at a company and he's flipping through the applicants and comes across your resume. As he picks it up suddenly the one behind yours catches his eye because the applicant put that extra effort into making it look great. So he sets yours down and forgets about it forever.. The other applicant gets the job. This can easily happen even when you are more qualified than another person, if they stand out more than you then you might never get the call. So it's very important to spend time perfecting your resume. Many people realize this, but don't have any idea what to do to give theirs the extra edge. The truth of the matter is if you are having trouble creating a resume that will land you an interview it is because you are lacking effective techniques and strategies on exactly what to do. This book has step by step advice that will shoot your resume to the top of the list. A Preview of What You Will Learn How To Make Your Resume STAND OUT Why You Need To Focus On Importance Ways To Express And Leverage Your Value Key Mistakes To Avoid The Top 5 Resume Building Tips Much, much more! Here Are Some Tips Straight From the Book - You have to keep your resume up to date, but it does not need to include everything there is to know about you. When you are sitting down and deciding what you are going to put in your resume you need to first understand that it is best if you only have one page if possible. - Ask yourself, if I were looking to hire someone would I consider someone with my resume. You need to understand that it is not the reader's intention to include your resume in the small pile of potential hires but to exclude it. For this reason you need to make sure that you are only including relevant information and that you do not look as if you are trying to build yourself up. - It all boils down to is knowing what the reader will be looking for. If you can successfully convey the exact message the employer wants to see, you will get the call. Take charge of your life today and buy this book!

"Excellent book! I can be the first to tell you how important it is to be able to write an effective resume. I have had both good and bad experiences with resumes - and it really is extremely important to have a good one. If you don't have a good one - it's a bad marketing piece and you just got tossed into the garbage - even if you have the BEST skills and the BEST experience. Just starting out? Use this book as a guide. Middle of your career? This is a great refresher (like it was for me) about the importance of an effective resume AND how to get you one again." - Drew 21PA  
"There aren't many books that I get on here and write a review about, but I felt I needed to let other people know about this. If you are really trying to get a job then you need to take your resume creation seriously. The tips in this book will guide you to making a great resume. You still need to come up with some things on your own, but you will know what to look out for and some tips that can make a huge difference." - Barbara Adams  
"Perhaps the thing I liked most about this book was the confidence the author gave me as soon as I started it. The book is very complete, covering everything you'll ever need to know about preparing a resume, each chapter with its set tasks, paving the way for the following chapter. If you're desperate to find a job, this is the book for you. And, even if you're not, it's a book well worth buying and keeping for the day when you need to prepare that first-class resume." - James Karla  
"This book is a good reminder, a simple guide, and the very first step towards achieving your goal. It is rather important for aspiring individuals to make a lasting impression with employers so that they will be able to trust your abilities. A great read!" - Jonathan Sernio