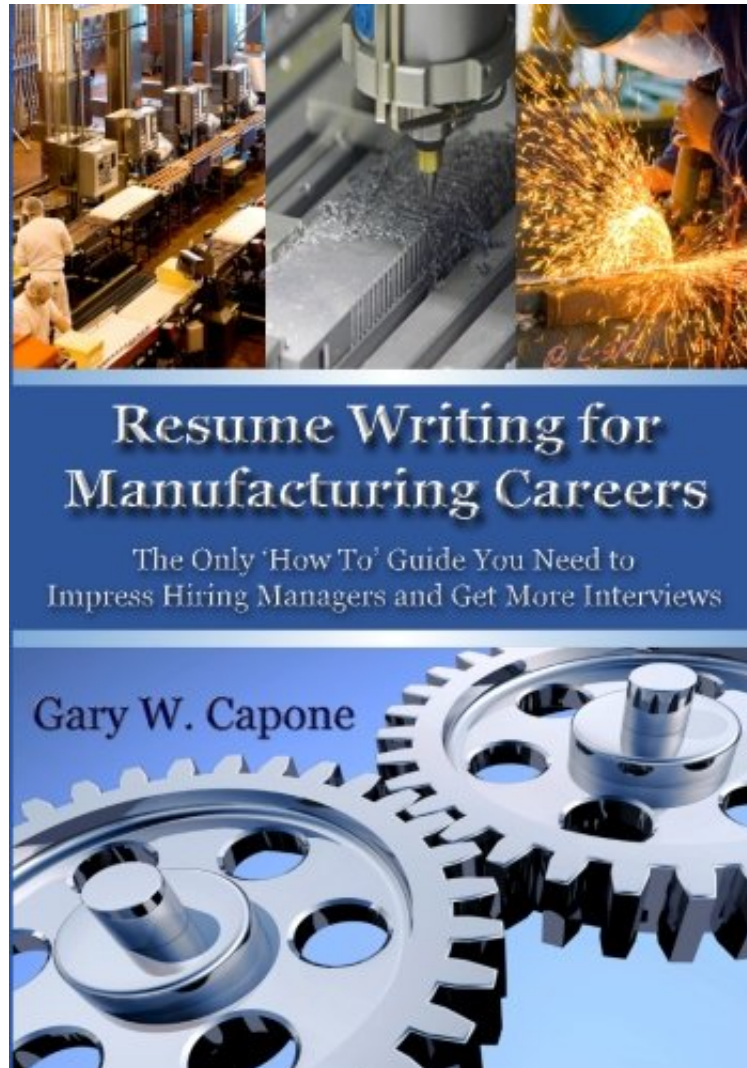


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In a very competitive manufacturing job market, this book is the tool you need to write a more effective resume that gets results. It is customized to the needs of manufacturing professionals, with detailed examples, all tailored to manufacturing careers. The examples illustrate common mistakes and the ways to correct them. The book shows a systematic process for writing and improving a resume. The book then illustrates this process in a comprehensive, step-by-step example, showing the resume writing process of a hypothetical manufacturing professional. Every aspect of the resume writing effort is shown in detail, starting from scratch and ending with a resume designed to get results. Two incredibly powerful tools vital to your success are included with the book. The Resume Assessment shows you how to assess your finished resume. Each of the 30 assessment steps includes a short best practice explanation. The Work Experience Worksheet is a tool to help you collect the data you need to write your resume and find the career features that give you an edge over your competition. With these tools, the detailed examples and the techniques taught in the book, you will gain the knowledge you need to develop a resume to impress hiring managers and get more interviews.

About the AuthorGary W. Capone is President of Palladian International, LLC, a career coaching firm in Waynesboro, VA offering resume assessment, resume writing and interview coaching services. In 2009, he coauthored Power Up Your Job Search: A Modern Approach to Interview Preparation. The book teaches the proven interview prep system used at Palladian. Mr. Capone is a graduate of the Management and Technology Program at the University of Pennsylvania, where he concurrently earned a Bachelor of Science in Mechanical Engineering and a Bachelor of Science in Economics from the Wharton School of Business. Mr. Capone has experience in manufacturing, distribution, accounting, finance, recruiting and human resources, gained from positions at PriceWaterhouseCoopers, Newell-Rubbermaid, Kforce, Raymond James and Target Corp. In 2006, he joined the Board of Directors of the Blue Ridge Chapter of APICS and in 2009 was elected Chapter President. Mr. Capone spoke at the 2009 APICS International Conference and Expo in Toronto. In 2010, he became the career coach for APICS's "Ask the Coach" in the APICS Career Center.