

Resume Writing Made Easy: A Practical Guide to Resume Preparation and Job Search

Lola M. Coxford

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#9908568 in Books Gorsuch Scarisbrick Pub 1997-10Original language:EnglishPDF # 1 10.75 x 8.50 x .251,
#File Name: 0897878329147 pages | File size: 79.Mb

Lola M. Coxford : Resume Writing Made Easy: A Practical Guide to Resume Preparation and Job Search
before purchasing it in order to gauge whether or not it would be worth my time, and all praised Resume Writing Made Easy: A Practical Guide to Resume Preparation and Job Search:

0 of 0 people found the following review helpful. Do some soul-searchingBy A CustomerThis book really helped me do some soul-searching the last time I looked for a job. It leads you through a series of easy exercises to make you think about your strengths and weaknesses, and lays the groundwork for finding your ideal job. It also offers a lot of sensible, practical advice about what to do and what not to do, most of which I now feel is indispensable to a job search. I recommend this book to you if you are interested in learning more about yourself and how you stand out in the world. It's hard to show anyone else what you're great at if you don't know it for yourself.

Here is step-by-step advice for putting together a great resume, for everyone from entry-level to executive positions. More than 140,000 copies were sold of previous editions, and this sixth edition has been updated to cover job seeking on the Internet, as well as the latest employment statistics for a wide variety of careers.

From the Back CoverPractical, user-friendly, and timely, this "how-to" text/workbook offers clear, step-by-step instructions for developing a strong, effective resume. Using clear, simple worksheets and a variety of sample

resumes, it walks readers in an easy-to-follow manner through successive steps of writing resumes for a variety of worker "levels" and situations -- e.g., entry-level resumes, moving-up resumes, transition resumes, and special purpose resumes. Exceptionally up-to-date in focus, it explains what today's employers want to see in a resume -- and what they shouldn't see -- and how to use Internet resources for job searching and resume posting. Excerpt. Reprinted by permission. All rights reserved.

HOW THIS BOOK CAN HELP YOU

The labor market has undergone many changes since the first edition of this book was published in the early 1980s. Some of these changes may already have affected you personally perhaps you or a friend have been laid off at work, or perhaps you are a homemaker going to work outside the home for the first time. You may be a recent graduate of high school or college, looking for your first full-time job in a tough market. This book takes into account the changing times and the challenges of today's job market. It provides practical, effective advice for many different job seekers: Workers displaced due to company reorganization or downsizing Entry-level workers and liberal arts graduates having a difficult time in today's tight market Individuals returning to work outside the home with years of experience working inside the home Persons experiencing burnout in their present jobs Foreign-born applicants having difficulty convincing potential employers of their English proficiency Persons having to change career paths in order to navigate the changing labor market Individuals overcoming barriers encountered as a result of a physical disability Workers seeking to "move up" in their career field or explore a new or related field

Resume Writing Made Easy

is a tool designed to help you get a job. People and their situations differ, but the basics of effective job search are universal. The basic steps are all here: The resume the various styles of resumes, including electronic resumes, and when each should be used worksheets to record your skills, education, and experiences lists of action and transition verbs to make your resume more dynamic lots of sample resumes for you to study and adapt, broken into helpful categories: entry-level, transition, moving-up, and special needs tips for bridging gaps between jobs or between education and work ideas for emphasizing your specific skills to match the employer's needs and to have those skills turn up in electronic searches guidelines for producing and reproducing a professional-looking, error-free resume The cover letter how to personalize it what to include sample letters to study and adapt The job search informational interviewing networking exploring both the traditional and nontraditional job markets sources of job information keeping track of resumes sent, responses, and other important information job hunting on the Internet The interview sample questions that you can expect to be asked advice on how to prepare for interview questions ahead of time so you won't be taken off guard tips on how to dress and make a good first impression -how to follow up professionally (including a sample thank-you letter)

Combine your skill and diligence with the practical guidelines presented in this book to produce an attention-getting resume and thus take the first step toward the job you want. Good luck in your job search!

HOW TO USE THIS BOOK

Step 1 As any good coach will tell you, begin with the basics. Study Chapter 1 to learn how resumes are used, the different parts of a resume, and the several basic styles familiar to most personnel and recruiting people. You will then learn which style is best for you and which of the standard parts of a resume you should use when writing your own.

Step 2 Read Chapter 2 for a useful guide to your overall job search campaign. Learn about the hidden job market and learn how to network with others to increase your chances of finding a rewarding job that's right for you. Consider the suggestions regarding where to go to seek help with your job campaign. Finally, use the list of publications in Chapter 2 to research your areas of interest and look for job leads.

Step 3 In Chapter 3, fill out the Personal Inventory of information to have at hand when making up your resume. Learn how to use action verbs, skill verbs, and adjectives for describing your own personal traits. Study the many examples showing how to transpose your background and experiences into special skills. People who are hiring to fill vacancies are looking for skills and proven abilities, not just credentials or a list of your past jobs.

Step 4 Refer to Chapters 5 through 8 for specific information, suggestions, and sample resumes for four major groupings of job seekers. Chapter 5 concentrates on entry-level positions; Chapter 6 presents resumes for people "moving up"; Chapter 7 is for those displaced and in transition between careers; and Chapter 8 covers resumes for special purposes.

Step 5 Follow through in Chapter 4 by writing a rough draft: Pattern your resume after the suggested model and utilize information from the Personal Inventory you completed in Chapter 3 and the skills identified in the exercise following it. Experiment with different styles to determine which you like best. What works best will depend on your goals, your background, your tastes, and many other factors. Experiment, and then make a choice.

Step 6 Edit the rough draft in terms of fine points. Assume the role of the employer. Does this resume really sell you? If possible, have someone who is familiar with resumes, or at least a friend, review your rough draft and suggest possible improvements.

Step 7 Prepare the final copy. Refer to Chapter 4 for specifics on producing final copy and for suggested methods of duplicating the finished resume.

Step 8 In Chapter 9, note how cover letters are used, and examine the samples included.

Step 9 Refer to Chapter 10 for ways to keep track of and follow up on your efforts. This chapter includes sample thank-you and follow-up letters.

Step 10 Read Chapter 11 for tips on how to prepare for the interview. Study the section on "Questions Most Asked During an Interview," and write out your answers to the questions on the form provided.

Step 11 Learn in Chapter 12 what employers look for in a resume. Nine employers answer questions regarding what information they like to see in a resume, which formats they prefer, and other information. By following these basic steps and using the techniques described here, you will be well on your

way to a successful job search campaign. Good luck!