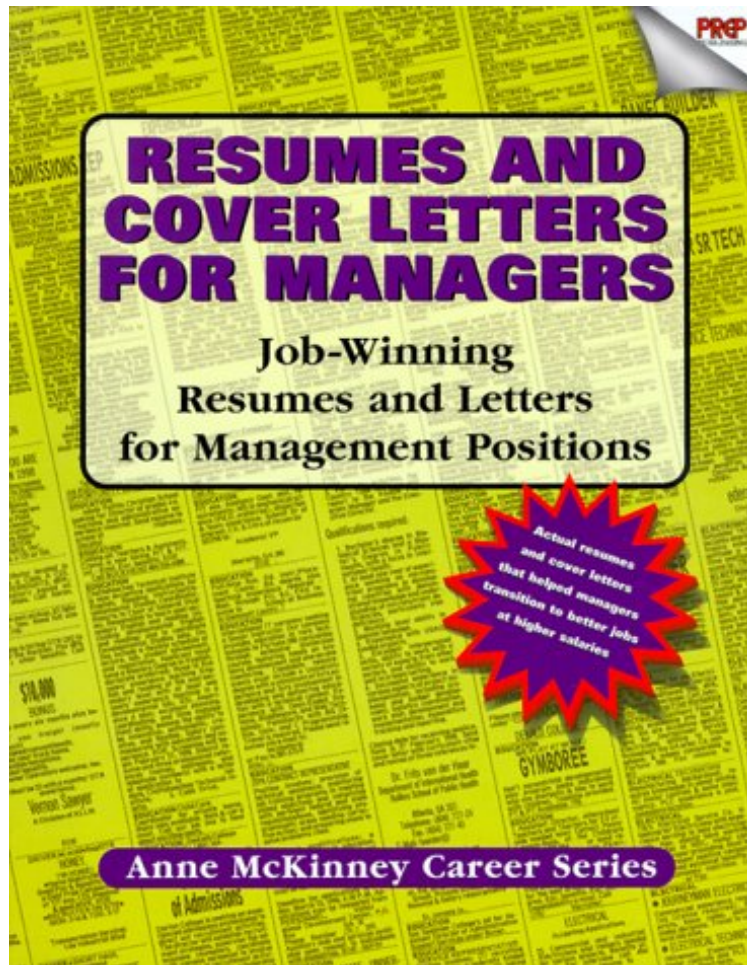


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Resumes And Cover Letters For Managers: Job-winning resumes and letters for management positions (Anne McKinney Career Series)

Anne McKinney

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"I couldn't figure out how to present myself as a top executive until I came across Resumes and Cover Letters For Managers. I couldn't believe the book contained a section exclusively for Top Executives and Senior Managers. After reading some of the samples, I understood how to communicate my bottom-line results and accomplishments at my current company. And I figured out how to cut my three-page resume to an exciting one-page format. Then I really started opening doors! Thanks to Real-Resumes!" ((K.C. Jones, Chief Operating Officer)) -- (K.C. Jones, Chief Operating Officer)"I feel fortunate to have found this book in the Real-Resumes Series. As a self-employed entrepreneur, I found myself in a job hunt when I sold my company and ended up with a non-compete agreement for five years so I couldn't work in my industry. This book contains a unique section for Self-Employed Managers and Entrepreneurs which helped me structure my career summary. Thanks to this book, I was able to create a resume that landed me numerous job offers." ((Marvin Halloman, Entrepreneur)) -- (Marvin Halloman, Entrepreneur)"My resume was so boring and wimpy when I put it alongside the real resumes in this book. After reading some of the samples, I saw the mistakes I'd been making, and I saw how to write language that would arouse a desire in employers to meet me! This book pinpointed me perfectly and every resume and cover letter were targeted to management. Before I found this book, I had wasted a lot of time and money wading through thick books with resumes not relevant to me." -- Jeannette Okuwik, Sales Manager

From the Publisher Resumes And Cover Letters For Managers is the latest addition to PREP Publishing's Anne McKinney Career Series. Other titles in this series include: Resumes And Cover Letters That Have Worked, Resumes And Cover Letters That Have Worked For Military Professionals, Letters For Special Situations, Government Job Applications And Federal Resumes, and Cover Letters That Blow Doors Open: Job-winning cover letters.

About the Author Anne McKinney was born in North Carolina. She holds an MBA from the Harvard Business School and a BA in English from the University of North Carolina at Chapel Hill. She has also edited Resumes And Cover Letters That Have Worked and Resumes And Cover Letters That Have Worked For Military Professionals. Her writings have appeared in a wide variety of publications, including The Wall Street Journal. Since 1981 she has directed an international employment placement firm and professional writing team that prepares resumes and cover letters by mail order for clients worldwide. She has lived in London, San Francisco, Boston, and Washington, D.C. Currently she resides in North Carolina.