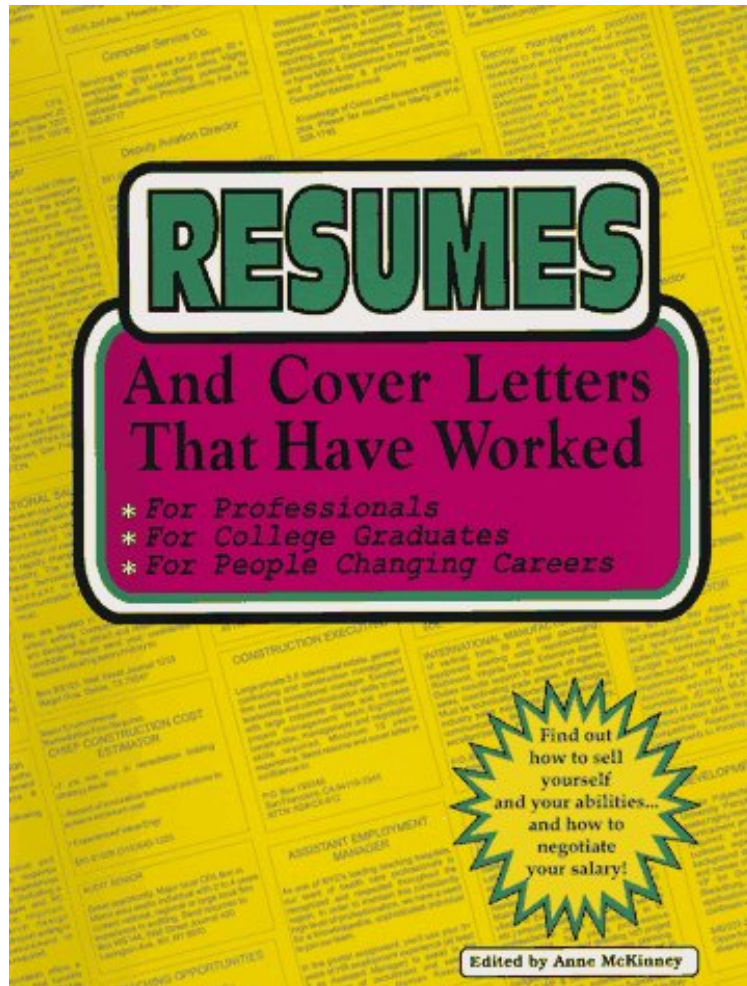


(Free read ebook) Resumes: And Cover Letters That Worked (Anne McKinney Career)

Resumes: And Cover Letters That Worked (Anne McKinney Career)

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From Brand: Prep Pub : Resumes: And Cover Letters That Worked (Anne McKinney Career) before purchasing it in order to gage whether or not it would be worth my time, and all praised Resumes: And Cover Letters That Worked (Anne McKinney Career):

0 of 0 people found the following review helpful. Not satisfied w/ the purchaseBy Nancy GonzalezLet me tell you something I really thought that the book was much better helpto write an awsome resume being that I am looking for a job,but is not, is just a regular book w/ few samples of resumes and that's it.It doesn't tell or show you how to write a really impressive resume.I am dissappointed w/ this purchase, my money was not well spend.If I could return it I will.

Designed to become a career-change classic and job hunter's bible, this book contains more than 100 resumes and

cover letters written by the world's largest and oldest resume writing company. One reviewer praised the title as "an indispensable tool in an era of downsizing, when research shows that most of us have not one but three distinctly different careers in our working lifetime." Executives, students launching careers, and people changing fields will find useful examples to use in creating resume and cover letters designed to blow doors open and increase salary.

"Thank heavens I discovered this book in my library. I found the Table of Contents to be a roadmap which I used to identify the resumes which contained experience similar to mine. They say, 'A picture is worth a thousand words,' and I found many wonderful pictures of great resumes and cover letters in this book. If you want great examples to follow of REAL RESUMES used by real job hunters, go for this book and head into a better job at a higher salary!" -- Martha Grantonic, job hunter

"This thoughtful reference should come as a welcome and valuable tool." -- Small Press

For anyone hoping to enter or change fields in the job market, wondering how best to compose a resume or cover letter, this thoughtful resource should come as a welcome and valuable tool. Editor Anne McKinney has an MBA from Harvard Business School and over 15 years experience directing a professional writing and career consulting team that has helped people advance, change careers or secure a first job after college. Here she has compiled more than 100 examples of resumes and cover letters that address every conceivable occupation and employment field, with a separate section for career changers. The book begins with a blueprint for planning an effective job campaign that covers how to use your resume and cover letter, through researching companies, to preparing for an interview and negotiating a salary. The next section features resumes and cover letters that experienced professionals used to land jobs from accounting to transportation. Examples from students and college graduates, and people changing careers round out the guide. Those picking up this book will be looking for specific references. Most likely they will find what they're looking for. The first section, in particular, is written in clear, practical terms, and even if you're a seasoned executive, there is good information to be reviewed. For those in the personnel industry, a perusal of this book may have great application to daily job execution. -- From Independent Publisher

For anyone hoping to enter the job market or change fields, this thoughtful resource should come as a welcome and valuable tool -- Small Press, Sept./Oct. 1997 issue

From the Publisher

Part of the Anne McKinney Career Series. The sample resumes and cover letters in this book were written for real professionals by the professional writers and published authors who form the writing team of Professional Resume and Employment Placement, a company established in 1981 which specializes in helping people launch careers, change fields, advance in their occupations, and find meaningful work that utilizes their talents and refines their skills. The sample resumes in this book can be used as models for people who wish to write their own resumes. The resumes and cover letters presented here embody many years of practical, professional experience and research. The resume writing service of Professional Resume and Employment Placement is worldwide by mail. A copy of the Personal Form used in the resume writing process is available for \$3.00 by writing PREP, Box 66, Fayetteville, NC 28302, or call (910) 483-6611 for a brief free telephone consultation. Other books in the Anne McKinney Career Series published by PREP: Resumes And Cover Letters That Have Worked For Military Professionals, 1-885288-06-9 Resumes And Cover Letters For Managers, 1-885288-10-7 Cover Letters That Blow Doors Open, 1-885288-13-1 Government Job Applications And Federal Resumes, 1-885288-11-5 Letters For Special Situations, 1-885288-09-3 PREP Publishing and Professional Resume and Employment Placement are subsidiaries of PREP, Inc., a communications company founded in 1981. Writers with substantial business backgrounds as well as military translation specialists are the backbone of PREP's writing team, which prepares professional resumes, cover letters, job and school applications, business proposals, speeches, and other written products. For information on PREP's professional writing and editing services, call (910) 483-6611 or write PREP, Box 66, Fayetteville, NC 28302.

From the Back Cover

"I feel very fortunate to have found a job so quickly in responding to a newspaper ad for a receptionist at a multi-doctor clinic. I was called and told that the position had been filled, but I was asked to interview for a better job in that same office. I'll be an administrative assistant to a neurosurgeon in the Neurological Institute here in Savannah. I believe that without my effective resume and cover letter, this job opportunity would not have presented itself" (Barbara S. Dailey, Medical Assistant). "I am pleased to report that my efforts have been crowned with success; I was invited to join a construction firm here on the West Coast which is associated with an effort to continue to provide fast, economic, safe, reliable transportation for people here in the San Francisco Bay area" (Jerry Greenberg, Construction Manager). "I love my new job. I had looked, for over a year, to no avail! I would NEVER have looked or applied for this position on my own, as I felt I was not qualified" (Marsha D. Hall, Vice President of Operations). "My job search was quite fruitful. I had many, many offers and selected a job in Los Angeles. It took less than 2 months to find the job I wanted" (Andrew O. Schriber, M.D.). "As you probably have read in the newspaper, your resume helped me get a Head Football position" (Gil Carroll, Jr., Football Coach).