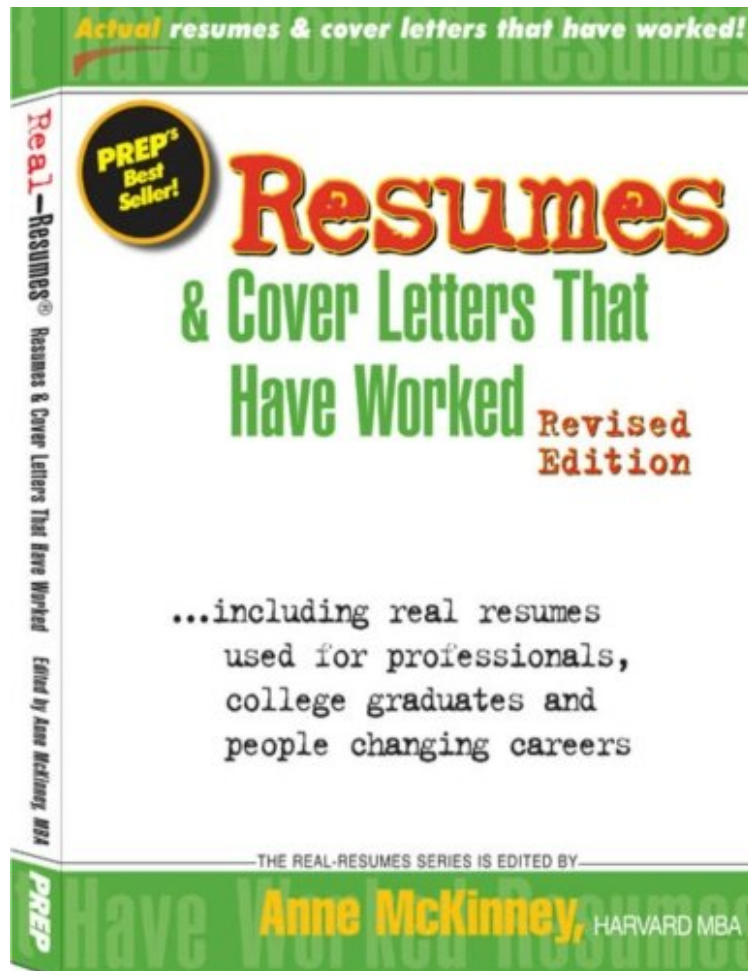


Resumes Cover Letters That Have Worked

Anne McKinney

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Anne McKinney : Resumes Cover Letters That Have Worked before purchasing it in order to gauge whether or not it would be worth my time, and all praised Resumes Cover Letters That Have Worked:

0 of 0 people found the following review helpful. Helpful in a society where u need all the help possible! By OG princess Bought for my son who is a young inexperienced job seeker, he certainly didn't expect to have to put resumes in at the types of places he was applying. I tried to help, but the resumes I'm used to putting together aren't typically for entry level / minimum wage positions. Needless to say, it was much better at explaining things like for example ; why less is sometimes more why it's best to gear resumes towards specific opportunities, but it's also always a good idea to have a generic one on you at all times. So even though I didn't read it, it seems to have helped him which in today's age society, we could probably all use help with job seeking I believe it covered some pretty in -depth resumes. Good buy for price!

More than 100 resumes and cover letters written by the world's oldest resume-writing company. Resumes shown helped real people not only change jobs, but also transfer their skills and experience to other industries and fields. 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. If you are looking for an all-purpose book on resume preparation, this is the best one on the market. Based on my 30 years of helping job hunters, I have learned that half the people embarking on a job hunt aren't really sure what they want to do next. This book shows how to present your experience in an all-purpose way so that you will have broad appeal to a wide variety of industries and fields. Anne McKinney, Editor

Praise for this book and other books in the Real-Resumes Series: The superior, readable samples, customized to professionals, college graduates, and career changers, distinguish this work from others. Essential for library collections. LIBRARY JOURNAL "For anyone hoping to enter or change fields in the job market and 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 30 years of directing a professional writing and career consulting team that has helped people advance in their fields, change careers, or secure a first job after college graduation. Here she has compiled more than 100 examples of resumes and cover letters that address every conceivable occupational and employment field, with a separate section for career changers. It begins with a blueprint for planning an effective job campaign that covers how to use your resume and cover letter and researching companies to preparing for an interview and negotiating 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. -- SMALL PRESS MAGAZINE "These excellent new guides don't just provide the usual coverage on how to write a resume. They provide industry-specific examples, industry-specific tips and cautions, and industry-specific strategies based on real-world resumes. Since many technical types aren't writers, this comes as a special gift; select a winning format, plug in your background specs, and away you go. It's that easy--with Real-Resumes in hand."-- THE MIDWEST BOOK REVIEW 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. INDEPENDENT PUBLISHER Distinguished by its highly readable samples." LIBRARY JOURNAL Part of an excellent real-resumes series. THE BOOK READER This thoughtful resource should come as a welcome and valuable tool. SMALL PRESS Testimonials from people who have used the Real-Resumes Series: "I am not a writer, and I was terrified at the thought of writing my own resume. The Real-Resumes Series boosted my confidence and gave me the ability to write a great resume and cover letter." --Jorge N. "After spending some years in private industry, I wanted to get a federal job. The Real-Resumes samples showed me how to create a federal resume and KSAs for federal employment." --Kaely M.