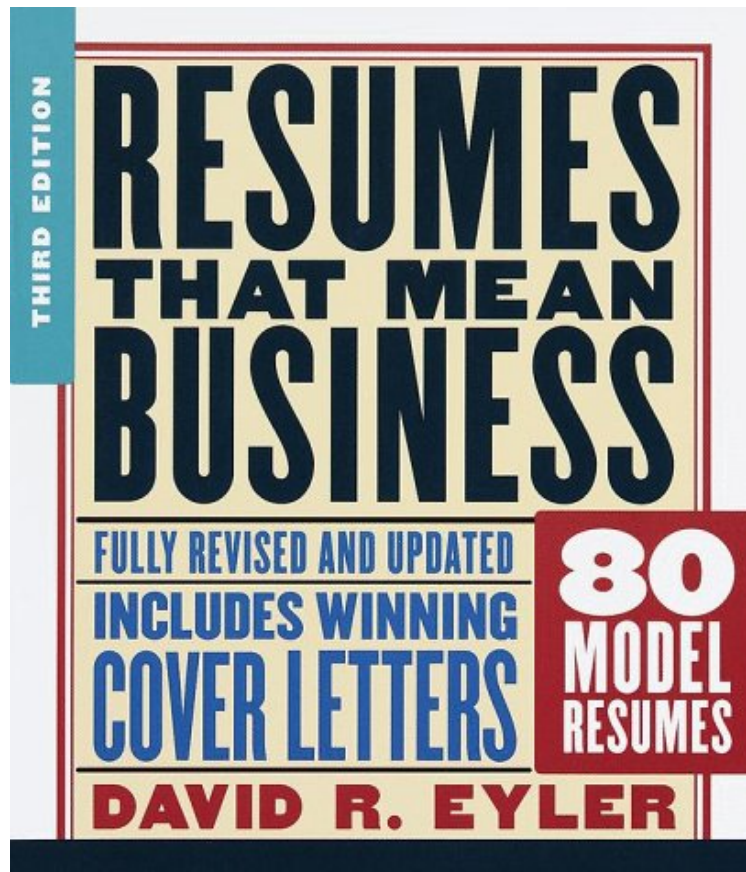


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Resumes That Mean Business: Third Edition

David R. Eyer

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David R. Eyer : Resumes That Mean Business: Third Edition before purchasing it in order to gage whether or not it would be worth my time, and all praised Resumes That Mean Business: Third Edition:

8 of 8 people found the following review helpful. If you are serious about getting a good job, BUY THIS BOOK. By A Customer I've read them all and "Resumes That Mean Business" is the best and most concise "How To" book available for those of us who need help in preparing an effective resume. After reading Dr. Eyer's book, I went from a great job to an even better position with a 30 percent pay increase, more responsibility AND the opportunity for continued career advancement. This book is much more than a basic resume writing primer. It also provides the reader invaluable insights into the hiring process, personal skills analysis, and the most effective skill development initiatives one should pursue to become competitive in today's rapidly changing job market. It is one of those books that can make the difference for anyone serious about getting a great job -- from the entry level person to a mid-career professional. "Resumes That Mean Business" doesn't just tell you what to do, it explains how to go about each step in the process to prepare one's self in the most effective, honest and productive way. In short, if you are serious about getting a better job, this book can make it happen -- it worked for me.

The practical advice you need to write a great resume. Resumes that Mean Business tells you how today's employers evaluate a resume and helps you create the right resume to land the job you want. Whether you have years of job experience or you're starting from scratch, this newly revised book (Third Edition) offers personalized advice for your resume. Fully updated for today's electronic workplace, this book includes up-to-date information on: Using the Internet (including useful job search Web site addresses) Using the computer, fax and videotape to your advantage Creating an electronic resume Articulating technical skills clearly Resumes for special situations: returning to the workplace, establishing a second career, seeking work-study arrangements and more. Much more than just a resume guide, this book will teach you to: Design a personalized resume tailored to your specific needs and qualifications Zero in on the keywords of your resume for the most effect Prepare professional letters to market your job talents Handle job interviews with confidence Protect your employee benefits when you change jobs Use the trends in the work force to choose the right field for you Also includes 80 MODEL RESUMES -- including before-and-after examples of resume first aid.

.com The premise for this book--the reason its lessons are so vital to the vast pool of would-be employees--emulates rsum protocol, in that it's stated succinctly in the first paragraph of the preface. To wit: all employers want to know that you understand what the company does and what the job entails, that you are well prepared for the position and can do the job, that you're motivated to succeed and will be a valuable addition. The rsum is the space in which to communicate convincingly this essential information; doing so is a skill which is eminently learnable, and to that end David Eyler's guide is an excellent, pragmatic teaching resource. He includes 80 real rsums, with analyses of what works and what might be best omitted, and insights into how these rsums could influence prospective employers. All sorts of rsum prototypes and templates are discussed, with model rsums indexed by job category and title so you can focus on the rsums most applicable to your experience and goals. Rsums don't do the whole job of introducing you, however, so Eyler also discusses cover letters and interviews, as well as the nuances of sending your credentials by fax or e-mail. He delves into special situations (such as establishing second careers, and returning to work after a hiatus), discusses workforce trends, and offers chapters on employee benefits and forced career changes, as well. When you're looking for work, for whatever reason, you want to be as well prepared as possible so your application has every opportunity of being noticed, and your experience and skills shine in the best light possible. Eyler's guide will help make this happen, and you'll thereby stand the best chance to accomplish the employment goals to which you aspire. -- Stephanie Gold From the Inside Flap The practical advice you need to write a great resume. Resumes that Mean Business tells you how today's employers evaluate a resume and helps you create the right resume to land the job you want. Whether you have years of job experience or you're starting from scratch, this newly revised book (Third Edition) offers personalized advice for your resume. Fully updated for today's electronic workplace, this book includes up-to-date information on: Using the Internet (including useful job search Web site addresses) Using the computer, fax and videotape to your advantage Creating an electronic resume Articulating technical skills clearly Resumes for special situations: returning to the workplace, establishing a second career, seeking work-study arrangements and more. Much more than just a resume guide, this book will teach you to: Design a personalized resume tailored to your specific needs and qualifications Zero in on the keywords of your resume for the most effect Prepare professional letters to market your job talents Handle job interviews with confidence Protect your employee benefits when you change jobs Use the trends in the work force to choose the right field for you Also includes 80 MODEL RESUMES -- including before-and-after examples of resume first aid. About the Author David R. Eyler, Ph.D., is the author of eight books on career and business topics. He has a Ph.D. in personnel administration and was an executive recruiter for six years and a college counselor and dean for ten years. He is a retired Air Force officer and a senior staff member at the American Association of State Colleges and Universities in Washington, D.C.