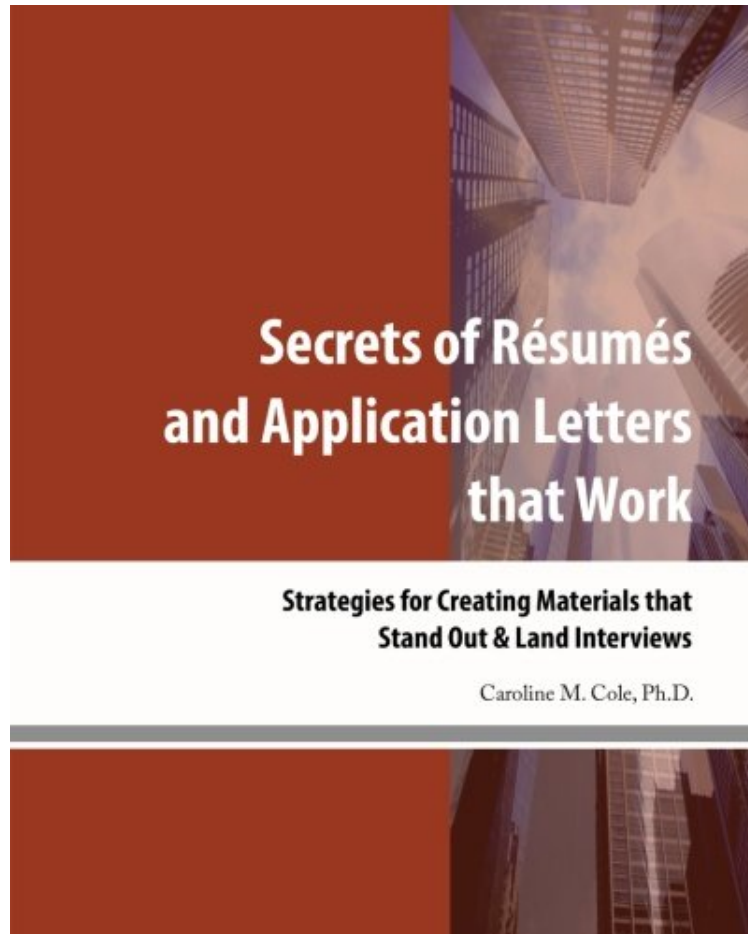


# Secrets of Resumes and Application Letters that Work: Strategies for Creating Materials that Stand Out Land Interviews

Caroline M. Cole Ph.D.

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#4561078 in Books Ingramcontent 2016-09-09Original language:English 10.00 x .41 x 8.00l, #File Name: 0998138703180 pagesSecrets of Resumes and Application Letters That Work Strategies for Creating Materials That Stand Out Land Interviews | File size: 49.Mb

**Caroline M. Cole Ph.D. : Secrets of Resumes and Application Letters that Work: Strategies for Creating Materials that Stand Out Land Interviews** before purchasing it in order to gage whether or not it would be worth my time, and all praised Secrets of Resumes and Application Letters that Work: Strategies for Creating Materials that Stand Out Land Interviews:

0 of 0 people found the following review helpful. The Secrets in this Book Helped Me Land a Job on Wall StreetBy AmyCaroline is a business writing professor at the top public university. She has worked with many students over the years and helped them land their dream jobs and get into world famous graduate programs.As a student with a mediocre GPA and an internship in corporate finance, I was tutored by Caroline who helped me craft a convincing

cover letter as well as a compelling resume that allowed me to get the initial interview and ultimately secure an offer from a top investment bank. Over a decade later, the principles discussed in the book still guide me on a regular basis. For example, the "you attitude" of focusing on the other party in order to get what we want, the "so what" to get to the bottom line / determine the call to action, and most importantly, a mindset of building long term, mutually beneficial relationships. Not only did the contents of this book kick start a long career in an ultra-competitive field for me, it also helped me define and find success on my own terms. If you can't have Caroline as your professor, this book is the next best thing. I would pound-the-table recommend this book to anyone seeking to land a first job or finding the next dream job. 1 of 1 people found the following review helpful. This text is excellent and practical in terms of content. By Jay Paul Gates This text is excellent and practical in terms of content, thinking about drafting materials with a goal in mind, and providing models and exercises that are helpful in revising materials. I intend to use this with college students preparing for the job market. 0 of 0 people found the following review helpful. Sometimes I just need to get out of my own ... By Jane Griswold Sometimes I just need to get out of my own way to tell people/potential employers of my value. This book helped me do that, and created a new process by which I can review any resume or application letter that I get in the future. Really this book enabled me to make paradigm shift in how I view myself.

Whether you're entering the workforce, between positions, or looking to change jobs, *Secrets of Resumes and Application Letters that Work* can help you: Learn which experiences, training, and abilities employers want and need to know, Discover ways to discuss your talents with greater precision, clarity, and conviction, Present industry and company knowledge in ways that enhance your credibility, Showcase talents and experiences in ways that project confidence, not arrogance, and Leave a favorable, lasting impression on hiring managers. Grounded in time-tested practices of effective communication, this book offers little-known strategies that can have a significant impact on the information you offer prospective employers. The rationale for each strategy clarifies why some techniques are more effective than others, helping you choose the best practices for your situation. Meanwhile, step-by-step exercises and activities throughout the book help you put these practices into action, ensuring the most competitive application documents.

About the Author Caroline Cole is on faculty at the University of California, Berkeley, and is the founder of Ethos Professional Communication. Through these affiliations, she is committed to helping people present their ideas, products and services, and themselves in the most effective manner.