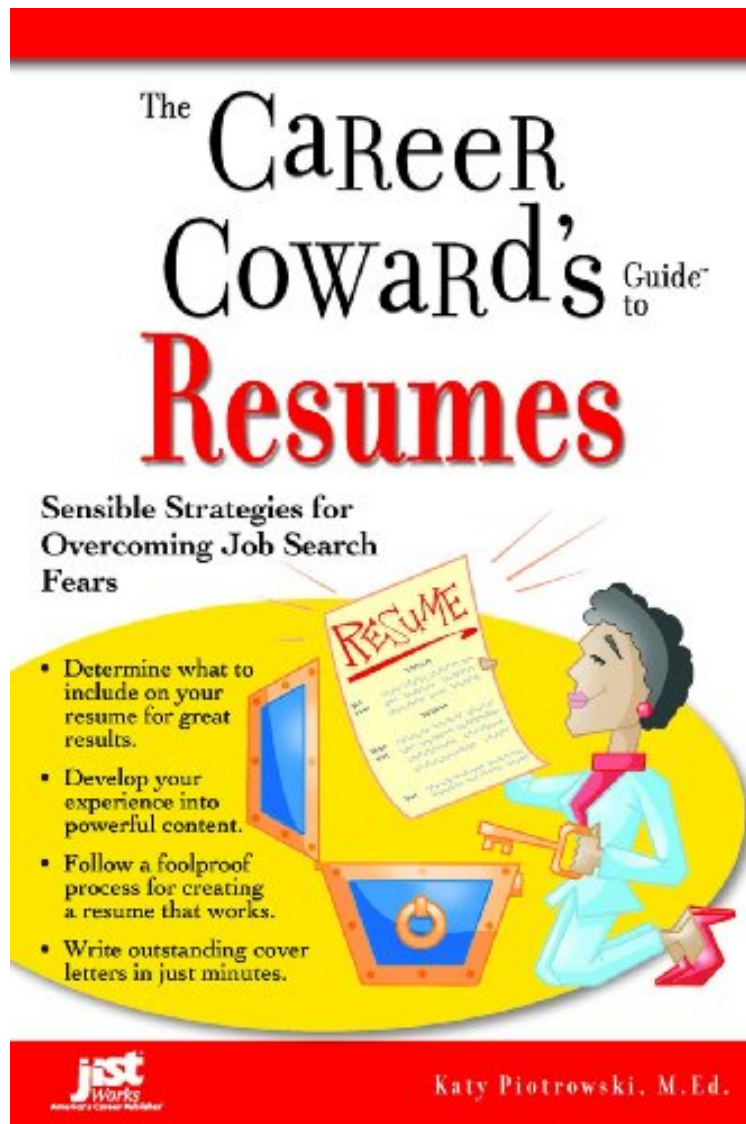


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The Career Coward's Guide to Resumes: Sensible Strategies for Overcoming Job Search Fears (Career Coward's Guides)

Katy Piotrowski

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Katy Piotrowski : The Career Coward's Guide to Resumes: Sensible Strategies for Overcoming Job Search Fears (Career Coward's Guides) before purchasing it in order to gage whether or not it would be worth my time, and all praised The Career Coward's Guide to Resumes: Sensible Strategies for Overcoming Job Search Fears (Career Coward's Guides):

18 of 22 people found the following review helpful. Career Coward's Guide - Have Courage!By CariluI just had to write a quick review of this little gem of a book. Don't judge a book by its cover. It actually takes a lot of courage to align our values, our work, and our lives with the divine inside. I believe that is the purpose of this book and it does the job very well. As a recent career changer, I have read many books on this topic. What sets this book apart is that it avoids digging into past psychological hang ups and focuses on the work at hand. As you work through the exercises you begin to see possibilities rather than limitations. With solid information at our finger tips, barriers previously faced seem much easier to overcome. We all like to be guided along and this book offers expert guidance in a warm, personal tone. You will feel like author Katy Piotrowski is personally helping you take the steps needed to discover the work you were meant to do. I highly recommend this book to anyone who is really ready to explore career options and make lasting life changes.10 of 12 people found the following review helpful. Light bulb moment for DianaFromIowaBy D. PinskyThis is a great workbook for anyone who as ever thought of changing careers. My confidence rose with each chapter. The "panic points" seemed to be reading my thoughts and doubts. After putting together my career choices compass, I had a light bulb moment. I now realize that I have several career options that I didn't see before. After working in one career most of my life, nursing, I now feel ready to make a career change into a more creative, fun, and less stressful job. I plan to buy this book for my son for Christmas. Provided by DianaFromIowa!2 of 3 people found the following review helpful. Good place to startBy Dr. Cathy GoodwinIn today's marketplace, you need a great resume, even if you're relying primarily on networking. This book is one of the best I've come across.Liked: Easy to read, chatty but information-rich style, comprehensive. You'll get tips for every aspect of writing a resume for a productive job search. Excellent section on writing follow-up letters for interviews. Excellent advice for cover letters (especially what to omit - p. 175). I tend to suggest that cover letters follow an ad or job description, point for point. But other styles work effectively.Questioned: , target markets, opening summary, functional resumes, and "bump yourself up"Who's the target market for this book? Senior executives have different challenges than administrative assistants. Experienced managers face different questions than beginners. The examples run the gamut.Opening summary: It's a good idea to focus your opening on how you meet your employer's needs. Focus on them as the "all about me" approach can turn off an interviewer. I also wondered if someone with advanced degrees, applying for a managerial level job, would need to note that she knows Microsoft Word.Functional resumes: The author just says they "work." But what does that mean? I've heard applicants and career counselors say they were asked, "OK, this is nice, but where's your real resume?" HR managers assume functional means "you've got something to hide." To get a foot in the door, I'd rather see a classy sales letter to a hiring manager.Bump yourself up (p 37): Nice if you can do it. If you've got the moxie to pull it off, you don't need to be reading resume books.Disclaimer: I don't know much about keyword blocks. Sounds like a good idea. And as I tell my own clients, before hitting the boards with a resume, show it to some folks in your network in your own field. Every industry and profession has rules, mostly unwritten.Would I recommend to friends, acquaintances and clients? You bet.

This third book in the Career Coward's series helps readers tackle the Herculean task of assessing their strengths and creating a paper "sales document" about themselves. In her friendly and comforting style, career coach Katy Piotrowski walks readers through all the basic steps of writing a resume and cover letter that fairly promotes their strengths and experiences without sounding like "bragging".

About the AuthorKaty Piotrowski, M.ED., has been a career counselor in private practice in Ft. Collins, Colorado, for 16 years. She has a master's degree in counseling and career development. She is the author of The Career Coward's Guide to Interviewing and The Career Coward's Guide to Changing Careers, and writes the weekly "On the Job" career advice column in the Ft. Collins Coloradoan. She regularly leads job search seminars and webinars. Katy's techniques have successfully motivated thousands of career cowards to take small risks leading to big career payoffs.