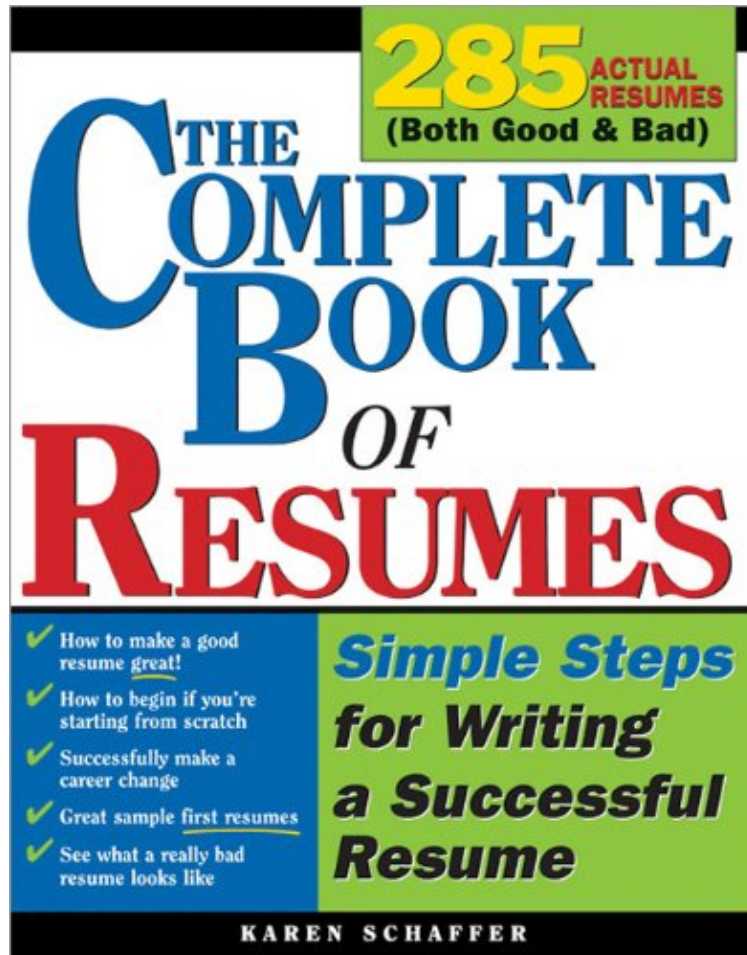


The Complete Book of Resumes: Simple Steps for Writing a Powerful Resume

Karen Schaffer

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Karen Schaffer : The Complete Book of Resumes: Simple Steps for Writing a Powerful Resume before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Complete Book of Resumes: Simple Steps for Writing a Powerful Resume:

3 of 4 people found the following review helpful. loved itBy zgirlThis book was great. To be honest, I started reading the book and got a little bored with it so I skipped to the back and just used the examples. The examples are GREAT. I was able to find an example that fit me perfectly. I have gotten some great jobs with my resume. If you are like me and would rather skip the reading and go straight to the examples, this is definitely the book for you.

Crafting the perfect resume is the first step for job seekers. And these days, employers have tons of different filters to weed out candidates and narrow their hiring pool. The Complete Book of Resumes is packed full of information on

crafting a resumes and the kind of structure and language that will get an employer's immediate attention as well as tons of samples for readers to use as a guideline for success. The Complete Book of Resumes includes information on:--How to begin if you're starting from scratch--The profile, or the most important part of your resume--Work experience, or "What have I been doing all these years?"--Punching it up--how to make a good resume great--The career transition resume chapter for brave souls--You're just starting out--Big leaps--positioning yourself for jobs above your current levelIncluding more than 300 resumes, The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience.

About the AuthorKaren Schaffer has helped thousands of people to trust themselves to discover their direction, passion and purpose. She has focused on the specialty of jobs and careers for more than 10 years, having written previous two books on the topic. Karen has been guest expert for a variety of Canadian television programs and talk shows. She has taught and spoken for career professionals and schools, universities and organizations. She has written career articles for The Toronto Star and the National Post. Karen holds a Masters degree in Counseling Psychology from the Adler School of Professional Psychology and an Honors BA in Cultural Studies from McGill University. She has had her own practice as a Career Consultant for ten years and previous to that ran her own resume practice. For three years she was Partner, Career Management with IQ Partners. She remains associated to IQ Partners, representing their Career Management practice. Karen is now a telephone coach based in Halifax, Nova Scotia. Her clients come to her with a wide variety of career issues, from finding their true career path to working on a tight and focused resume to help them get the job they want.