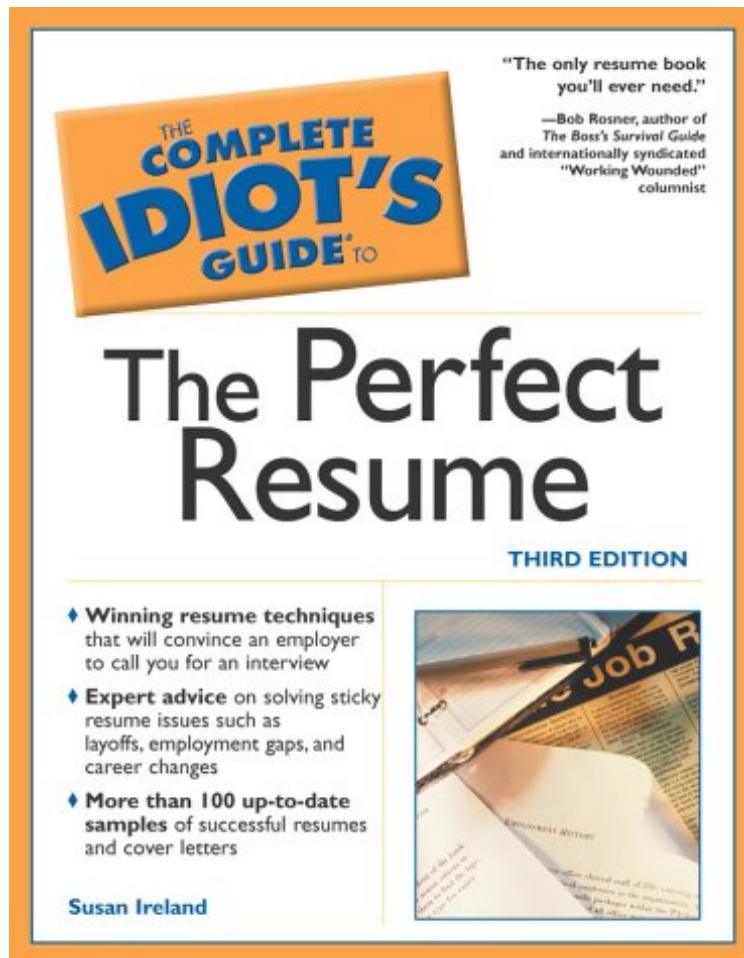


The Complete Idiot's Guide to Perfect Resume, 3E

Susan Ireland

ebooks | Download PDF | *ePub | DOC | audiobook



DOWNLOAD



+

READ ONLINE

#4333283 in Books 2003-02-04 2003-02-04 Original language: English PDF # 1 10.90 x .87 x 8.50l, #File Name: 0028644409368 pages | File size: 35.Mb

Susan Ireland : The Complete Idiot's Guide to Perfect Resume, 3E before purchasing it in order to gage whether or not it would be worth my time, and all praised The Complete Idiot's Guide to Perfect Resume, 3E:

3 of 3 people found the following review helpful. Contains a lot of good material By Greeny
The Complete Idiot's Guide to the Perfect Resume (I don't like the word idiot in there but...) is filled with good information and advice about turning experience and qualifications into a powerful resume. The basics of what to do and what not to do are confirmed, and they are pretty much the same in all resume books with a few exceptions. The organization of the book was ok but like all resume books could have provided a lot more examples of both good and bad. The best way to learn about writing resumes, I've found, is to be on the employer side and have to actually read people's resumes and make decisions based on them. That's when all this advice makes sense. You'll understand the importance of respecting the resume reader if you have to do that, and you'll incorporate those lessons into resume writing. The cover letter section was not good. The examples and ideas were a bit off the top in that they were too attention-getting. Maybe if you're applying for a job in advertizing or sales you have to show that you're willing to push the envelope. Otherwise, you

should start from the assumption that nobody really wants to read your cover letter unless they have to and to give them a sense of who you really are and not try to generate excitement. 14 of 15 people found the following review helpful. The Complete Idiots Guide To The Perfect Resume, 5th Ed By floridaengineer2010 I liked this book. This is a no non-sense approach to creating several types of resume's. The instruction is very clear and understandable with many examples of many different career types (engineers, bankers, insurance, teaching, etc.) I used the approaches (which I thought were silly at first) and was amazed at the almost immediate response with calls for interviews. (I am also now employed) This book answered the many questions I had concerning what should and should not be included in the resume (kind of like the author has been asked these questions before). I totally recommend this book for the job seeker. 8 of 9 people found the following review helpful. Do it this way or just blend into the crowd. By Clarke Waldron I have been using this book as a guide for years. The author's approach to this horribly tedious and annoying task actually gives you hope that you will accomplish something useful. The main idea is to not make your resume look like every other resume in the universe. Every other tutorial about writing up your resume recommends the same crappy methods and you end up with a repulsive list of the some old thing that crosses the desk of every hiring authority; and you don't want that. Considering how little this book can cost you, you'll be highly rewarded for giving it a try. Since I found it many years ago, I haven't bothered to look elsewhere.

Updated guide to help job seekers put together an attention-grabbing resume and land their dream job. Includes advice for new graduates, seniors, mothers returning to the workforce, career switchers, and more. Softcover. Previous edition c2000.

.com Even complete idiots can get great jobs--just look at all the middle managers out there! The Complete Idiot's Guide to the Perfect Resume by longtime rsum expert Susan Ireland will help you find and take the perfect job. Even if you've been off the market for a while, been fired recently, or are just starting out from school, you can package yourself so irresistibly that you'll be working in no time. The first section helps you devise a strategy for your hunt, including giving yourself moral support, finding your strengths, and selling yourself in two pages. Next we learn how to polish and refine a rsum until it describes you working in your future dream job (not you working in your dreary jobs of the past). Notes on special rsums for academics and others, cover letters that scream for attention, and a large section on using e-mail and the Web to broaden your search are significant advantages of The Complete Idiot's Guide over other rsum books, and the samples provided are sure to inspire greatness. The blend of written and visual learning helps move the reader along from point to point quickly and easily, and the liberal helpings of sidebars, tips, and hints make the dreaded job search almost fun. Even if you're not management material, you'll find The Complete Idiot's Guide to the Perfect Resume a big help and well worth the small investment. --Rob Lightner From the Back Cover With the average American changing jobs nine times during their working lives, the ability to work the job market is crucial. This step-by-step guide walks the jobseeker through the resume-writing process, offers hands-on advice and tips, provides successful resume templates for business, education, marketing, and other fields, and explains the process for posting your resume online.