



Résumés

- Model Résumés
- Before-and-After Makeovers
- Winning Cover Letters
- Guide to Software

Robbie Miller Kaplan

Author of
101 Résumés for Sure-Hire Results,
Sure-Hire Cover Letters,
and The Whole Career Sourcebook

Sure Hire Resumes

Peter D. Weddle



Sure Hire Resumes:

You're Hired! Resume Tactics Job Search Strategies That Work Rae A. Stonehouse, 2018-12-10 In times of tough job markets getting invited for a job interview can be like winning a lottery It is often said that resumes are your ticket to job searching success Are your resumes ready to land you that ever elusive job interview Yes you read that right Resumes plural The days of one size fits all resumes are long gone Your resume needs to be a living breathing document that you customize for each job opportunity You won't win a lottery if you don't have a ticket and you are unlikely to be invited for a job interview if you don't have a dynamic effective resume that features you as the solution to a problem Your resume is your ticket that leads to being invited for an interview where you can expand upon your value You're Hired Resume Tactics Job Search Strategies That Work offers resume writing tactics to maximize your job searching effectiveness and get you invited for an interview Are you new to the workforce and think your resume is on the lean side We share tactics to leverage your academic experience Or perhaps you have been out of work for a while In many ways it's like getting out of school all over again and poses challenges on what experiences you can leverage to your advantage Maybe you are at a crossroads in your life and are changing careers Will your earlier experience be of any use in a new career We think so An effective eye catching resume increases the chances you will be invited to interview We show you how to craft and fine tune a magnetic resume that will attract an employer's attention Resumes are still the not so secret weapon to landing a job You're Hired Resume Tactics Job Search Strategies That Work puts you to work in learning how to use best practices to create customized resumes that increase your chances of winning an interview The content is excerpted from You're Hired Job Search Strategies That Work with bonus articles covering a range of frequently asked questions about resume writing as answered by the author Hiring managers are under pressure to hire the right candidate Your task is to become the only choice The right choice

Job Search, 1998 **You're Hired!** Rae A. Stonehouse, 2018-10-29 Looking for work Having difficulty in landing your dream job or any job Don't know how to do it You're Hired Job Search Strategies That Work provides powerful strategies and tactics to land your next job Searching for and landing a job can be a stressful demoralizing experience especially if you don't know how to do it properly The old ways of finding a job often don't work anymore Finding rewarding work is work You're Hired Job Search Strategies That Work puts you to work in learning how to use best practices to land your dream job This easy to read book is a systematic program providing strategic tactics to maximize your job searching effectiveness Did you know there is a psychology behind the process of job searching You're Hired Job Search Strategies That Work helps you understand the psychology of job searching and sets you up for envisioning your success Resumes It is often said that resumes are your ticket to job searching success Resumes are still the not so secret weapon to landing a job You won't win a lottery if you don't have a ticket and you are unlikely to be invited for a job interview if you don't have a dynamic effective resume that features you as the solution to a problem Your resume is your ticket that leads to being invited for an interview

where you can expand upon your value An effective eye catching resume will get you an interview We show you how to craft and fine tune a magnetic resume that will attract an employer s attention Are you networking Many job search industry professionals say that networking is the single most effective strategy for landing your next job You may think you don t know anyone who can help you with your job search But you know more people than you think and they are willing to help you However you need to reach out and connect with them first It s not who you know it s who knows you know You re Hired Job Search Strategies That Work helps you build upon your existing network of contacts and take it to the next level an opportunity creating machine References Do you have your professional and personal references in place Are they primed to be your personal cheerleaders No Well they should be You re Hired Job Search Strategies That Work provides you with proven tactics to leverage your references to help nail the job for you Job Interviewing While looking for a new job and going through hiring interviews can be exciting for some people for many of us it can be a stressful experience Is the thought of a job interview keeping you awake at night You re Hired Job Search Strategies That Work systematically builds your skills to excel at interview questions and help you sleep at night From our experience one of the biggest problems job seekers often face is they feel they are coming from an inferior position and they don t have a lot of personal power The belief being that the Employer has the superior position and has all the power Sound familiar Yes they have the job and they have the power to give you the job or not What you may not realize is many Hiring Managers are under similar pressures as you the job seeker They are accountable to their superiors should the person they hire not work out They have the pressure of finding the right candidate for the vacancy they need to fill You re Hired Job Search Strategies That Work levels the playing field between you and the employer Your task is to become the only choice The right choice *101 Résumés for Sure-hire Results* Robbie Miller Kaplan,1994 A resume remains the most important medium for communicating qualifications to employers Write it right and you ll receive numerous invitations to job interviews write it wrong and you may be run over by the competition The second edition of this popular resume guide shows how to write each section of the resume with impact Includes 23 resume makeovers which show what exactly needs to be done to improve a weak resume from rewriting each section to creating the right visual appeal Includes examples of conventional electronic and scannable resumes

Dynamite Resumes Ronald L. Krannich,Caryl Rae Krannich,1997 Outlines key resume writing and distribution principles and includes winning examples **No One Will Hire Me!** Ronald L. Krannich,Caryl Rae Krannich,2004 It s no secret finding a job is often tough and frustrating work Indeed after a few weeks of responding to classified ads surfing the Internet and applying for jobs many job seekers experience numerous rejections and thus conclude No one will hire me Worst of all they begin to lose their most important assets their self esteem motivation and enthusiasm while continuing a seemingly fruitless job search More often than not the problem of finding a job lies close at hand Not surprisingly the frustrated job seeker is often his or her own worst enemy Outlining 15 key mistakes most job seekers frequently make two of

America's leading career experts provide a wealth of information and advice on how to quickly transform an ineffective job search into one that results in job interviews and offers. Each chapter identifies a major mistake and then offers analyses, self-tests, exercises, and resources for avoiding the error. In today's highly competitive job market where employers are demanding greater evidence of performance based on past patterns of accomplishments, *No One Will Hire Me* offers a refreshing new look at a variety of issues affecting millions of job seekers each year. Insightful, practical, and jam-packed with user-friendly resources, the book shows how to organize an effective job search that outshines the competition. Best of all, the book dares to address one of today's most important issues: why and how individuals must change career-limiting habits that work against their best interests. This book is a unique roadmap for anyone wanting to plan and implement an effective job search in what might otherwise turn out to be a sea of rejections. Book jacket

Resumes For Dummies Joyce Lain

Kennedy, 2007-02-26 Is your job search stalling out after you submit a resume but before you're offered an interview? With reinvented recruiting technology, unmanageable millions of resumes choking employer databases, and government mandates in the name of diversity, a gigantic change has occurred in the recruiting world over the past several years, and it demands a fresh look at how you write and market your resumes. Whether you're entering the job market for the first time, changing jobs, or changing careers, *Resumes for Dummies* 5th Edition will show you the ropes and rules for a new era in recruiting and job finding. With 85% new content added since the previous edition, this up-to-date guide gives you the very latest strategies on how to create and more importantly, distribute your resume in today's new job search environment. You'll learn why most generic online resumes fail, how to customize resumes for each job opening, new quick ways to find the right jobs, how to use meta-search engines to your advantage, why both digital and print versions of resumes are still needed, how to use resumes interactively, the resume basics that still knock 'em dead, how to create resumes for your life's changing phases, what to do after you send them your resume. With a wealth of sample resumes organized by industry and career field, experience level, and age, and special circumstances, along with tips on choosing professional resume help and other valuable resources, *Resumes for Dummies* 5th Edition will help you get noticed in a universe saturated with billions of resumes and more on the way. *Your Career* David C. Borchard, John Joseph Kelly, Nancy Pat K. Weaver, 1995

101 Best Resumes to Sell

Yourself Jay A. Block, 2002-04-30 Explains how to organize information on employment history, education, and skills into a resume that effectively markets a person's abilities and includes sample resumes for jobseekers in a variety of fields.

Electronic Resumes for the New Job Market Peter D. Weddle, 1995 Outlines key principles for writing revolutionary new electronic resumes. Includes examples. [Military Resumes and Cover Letters](#) Carl S. Savino, Ronald L.

Krannich, 2003-10-29 A revised edition of the ultimate resume and letter writing guide for transitioning military personnel. Here's the book that provides important answers to many questions facing job seekers with military experience. This book shows how to write, produce, distribute, follow up, and evaluate resumes and letters with maximum impact. Identifying what

employers really look for on resumes and letters it shows how to craft dynamite employer centered communications as well as identifies 28 major myths and mistakes outlines a 7 step job search process reveals 65 key writing production distribution and follow up principles specifies a 6 step military to civilian language translation process includes examples of over 60 resumes and 14 letters and lists nearly 40 top Internet employment sites you should use Rich with examples and sound career planning advice the book also includes several unique self evaluation instruments and resume data forms for strengthening job search communication

How To Be a Professional Dancer HowExpert, Elly Sarfert, 2016-09-26 This book is a general How to about becoming a professional dancer The term Professional Dancer is an all encompassing term used to describe individuals who are currently using dance training and dance performance to make a living Professional dancers perform in Musical theater on television shows on cruise ships in ballet companies and many other venues of performing arts The dance industry is a small and challenging segment of the entertainment industry and it can be hard to navigate at times It is our hope that this e book gives you a glimpse into the necessary steps dancers take to perfect their art and acquire jobs We walk through the steps of acquiring training reaching outside of your comfort zone preparing for an audition and booking a job When reading this book remember that there are no sure paths to success It will take hard work and many trials and errors Everyone's journey to achievement is unique but these general guidelines will give you a rough outline or how to reach your dreams About the Expert Elly Sarfert is a professional dancer from Winston Salem North Carolina After many years of dance training at In Motion Dance Center under the direction of Michelle Nicholson she went on to study contemporary at The University of the North Carolina School of the Arts and later graduated with a Bachelor of Arts in Dance Performance from Point Park University's Conservatory of Performing Arts At Point Park Elly majored in jazz dance and minored in Psychology Currently she is pursuing a dance career all over the country while also teaching at many dance studios throughout the North East area HowExpert publishes quick how to guides on all topics from A to Z by everyday experts

Sure-hire Resumes Robbie Miller Kaplan, 1998 A guide to creating an effective resume that includes information on how to put a resume together how to write each section how to make it more scannable how to write a cover letter and other related topics

Conquer the world with your soft skills and personality. Dr Rishikesh Tewari, 2024-10-03 The book Conquer the world with your soft skills Personality aims at introducing the basic concepts and tools of soft skills such as Problem solving Emotional Intelligence Leadership Skills and Team building A student friendly approach has been attempted in the book to reach a large number of readers and also to achieve a broad outlook of the necessity of acquiring soft skills in real life Many examples are provided in each chapter for the students to make it easier to learn the concepts of Soft Skills personality

Interview for Success Caryl Rae Krannich, Ronald L. Krannich, 1995 [Internet Resumes](#) Peter D. Weddle, 1998 Here's the book that shows how to write and distribute resumes appropriate for the Internet

High Impact Resumes & Letters Ronald L. Krannich, William J. Banis, 1992 The 20th Anniversary edition of this

bestselling job search book again sets the standard for other resume and letter guides This unique book provides step by step guidance on how to develop a personal profile that clearly communicates patterns of performance and accomplishments to employers Copyright Libri GmbH All rights reserved *Find a Federal Job Fast!* Ronald L. Krannich,Caryl Rae

Krannich,1999 The federal government is undergoing numerous changes that have important implications for job seekers

High Impact Resumes and Letters Ronald L. Krannich,William J. Banis,1995 The new edition of this best selling guide dispels numerous myths and provides step by step guidance for developing each section of resumes and letters Unlike most other resume guides this one includes critical distribution evaluation and follow up devices and advice on conducting an effective job search in today s challenging job market Includes updated sections on electronic resumes the World Wide Web and job search resources *Jobs for Travel Lovers* Ronald L. Krannich,Caryl Rae Krannich,2003 Dispelling 54 myths exploring key motivations and outlining effective job search strategies this handbook surveys hundreds of jobs for travelers and includes contact information on potential employers

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