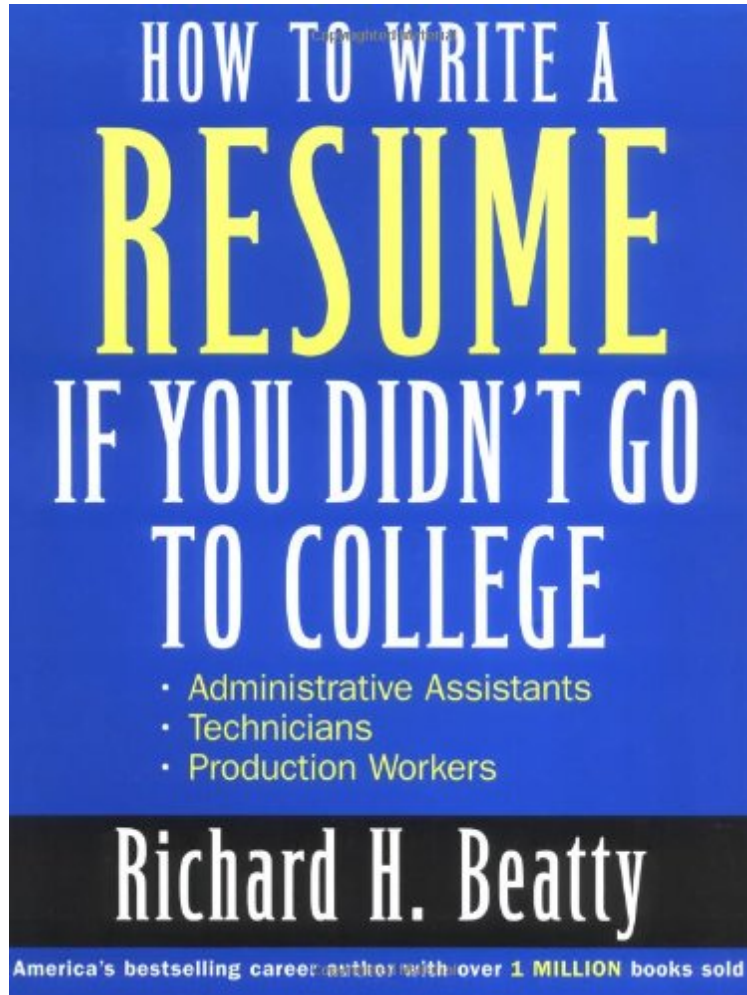


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How to Write a Resume If You Didn't Go to College

Richard H. Beatty

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shows hourly paid earners how to structure a high-impact resume for any job opportunity, covering key components of effective resumes and helping non-graduates market their skills just like graduates do. He offers fundamental resume do's and don'ts, a step-by-step process for gathering the information you need and writing the resume, and sample resumes and cover letters from applicants for a wide variety of positions, including: * construction worker * administrative assistant * mechanic * electrician * clerk * laboratory technician * legal assistant * painter * human resources assistant * research technician * systems administrator * paralegal * executive assistant * computer technician * registered nurse * nursing assistant * office manager * production supervisor * production worker * metal worker * and many more From his years of experience as an employment consultant and as founder of his own successful outplacement firm, Beatty knows that any and every job hunter will benefit from a high-quality resume, regardless of whether or not they went to college. Now, you too can benefit-with the ultimate guide for job hunters who want to promote their other great qualities.

contains a number of helpful hints and suggestions (M2 Best Books, May 2004) "Career consultant Richard H. Beatty has plenty of advice, direction, suggestions and examples for job seekers." (Miami Herald, October 8, 2003)From the Back CoverNOW YOU DONT HAVE TO BE A COLLEGE GRADUATE TO GET A GREAT JOB! Fierce competition for jobs makes a quality resume more important than ever if you want to set yourself apart from the pack. But what if you didnt go to college? In this timely book, bestselling career author and consultant Richard Beatty offers specialized real-world advice and real-life sample resumes for non-graduates who understand the power of a great resume. Beatty shows hourly paid earners how to structure a high-impact resume for any job opportunity, covering key components of effective resumes and helping non-graduates market their skills just like graduates do. He offers fundamental resume dos and donts, a step-by-step process for gathering the information you need and writing the resume, and sample resumes and cover letters from applicants for a wide variety of positions, including: construction worker administrative assistant mechanic electrician clerk laboratory technician legal assistant painter human resources assistant research technician systems administrator paralegal executive assistant computer technician registered nurse nursing assistant office manager production supervisor production worker metal worker and many more From his years of experience as an employment consultant and as founder of his own successful outplacement firm, Beatty knows that any and every job hunter will benefit from a high-quality resume, regardless of whether or not they went to college. Now, you too can benefitwith the ultimate guide for job hunters who want to promote their other great qualities.About the AuthorRICHARD H. BEATTY is President of the Brandywine Consulting Group, a corporate outplacement consulting firm, and a bestselling career author whose books have sold over one million copies. His other books include 175 High-Impact Cover Letters, 175 High-Impact Resumes, The Interview Kit, The Resume Kit, and The Five-Minute Interview, all published by Wiley.