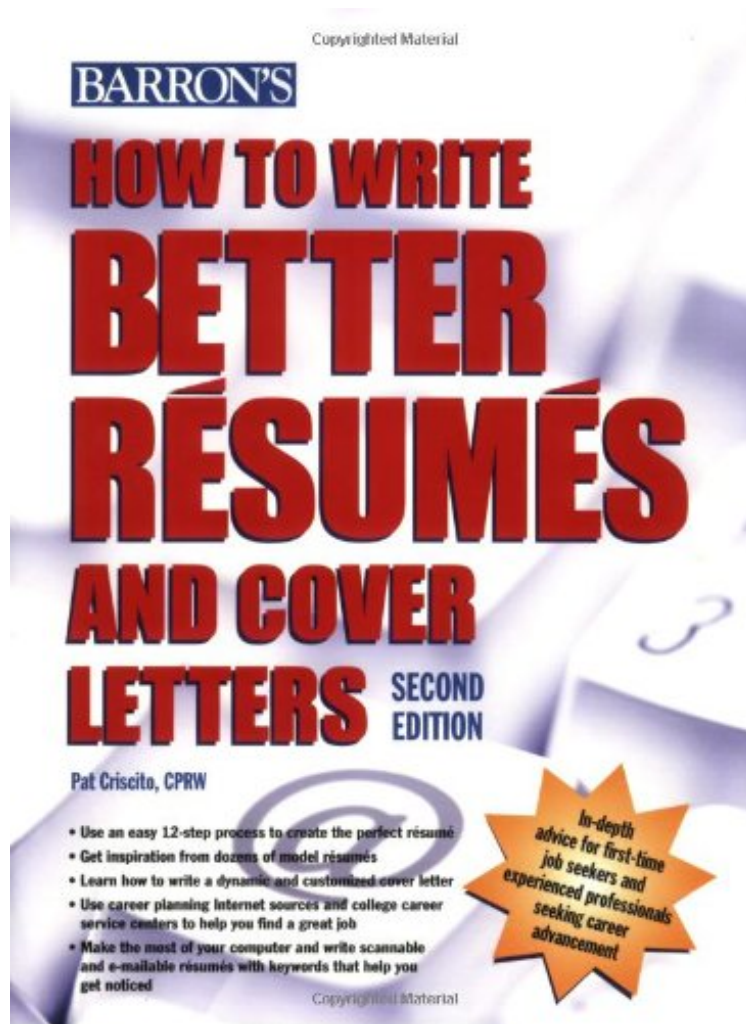


(Mobile library) How to Write Better Resumes and Cover Letters (Barron's How to Write Better Resumes Cover Letters)

How to Write Better Resumes and Cover Letters (Barron's How to Write Better Resumes Cover Letters)

Pat Criscito

ebooks | Download PDF | *ePub | DOC | audiobook



 Download

 Read Online

#1623318 in Books Barron's Educational Series 2008-03-01Original language:EnglishPDF # 1 .62 x 8.38 x 10.851, 1.28 #File Name: 0764139177256 pages | File size: 67.Mb

Pat Criscito : How to Write Better Resumes and Cover Letters (Barron's How to Write Better Resumes Cover Letters) before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Write Better Resumes and Cover Letters (Barron's How to Write Better Resumes Cover Letters):

1 of 4 people found the following review helpful. informativeBy Connie HarmonThis book really helped me to understand where I was going wrong with searching for a job. I really stink at resumes and cover letter and I have a degree in business management. So, for me it was like going back to school in aspect to learning what to do and what NOT to do in resumes and cover letters.

Preparing a rsum that will attract prospective employers is a two-part exercise. First comes knowing how to summarize and advertise ones skills and background clearly and concisely. Just as important is knowing how to get the most out of a computers word processing softwareemploying available typesetting techniques to make a rsum attractive to look at and easy to read. In todays job market its better yet if the rsum is Internet-friendly and e-mailable. Author Pat Criscito presents a virtually fail-safe 12-step process for producing that perfect rsumv in all formats needed for a job search. Also important is the cover letter that accompanies it, and again, Pat Criscito tells how to create a dynamic, customized letter that stands out from the crowd. Job seekers who open this book will find scores of model rsum to serve as inspiration for their own, whether theyre seeking that very first job or are experienced professionals looking to advance their careers.

From the Back CoverThe stodgy, old-fashioned typewritten rsum is a thing of the pastand here?s the brand-new approach that will propel you toward career success in today?s job market! Easy-to-use worksheets help you organize your job qualifications and career experience to make the best possible presentation. You learn to take full advantage of career planning internet sources and college career service centers. You learn the differences between paper rsums and electronic rsums and discover how to prepare each. You learn how to ?sell? your skills in a cover letter, using dynamic sentences, keywords, and power verbs. Finally, you learn how to prepare scannable and e-mailable rsums, include photos and references when required, select appropriate type faces and paper colors, and master all the details that will make a great impression on a prospective employer. Dozens of model rsums will inspire you, whether you?re a first-time job hunter to or an experienced professional looking to advance your career.About the AuthorPat Criscito is a career advisor and the author of several books on job hunting and career advancement published by Barrons.