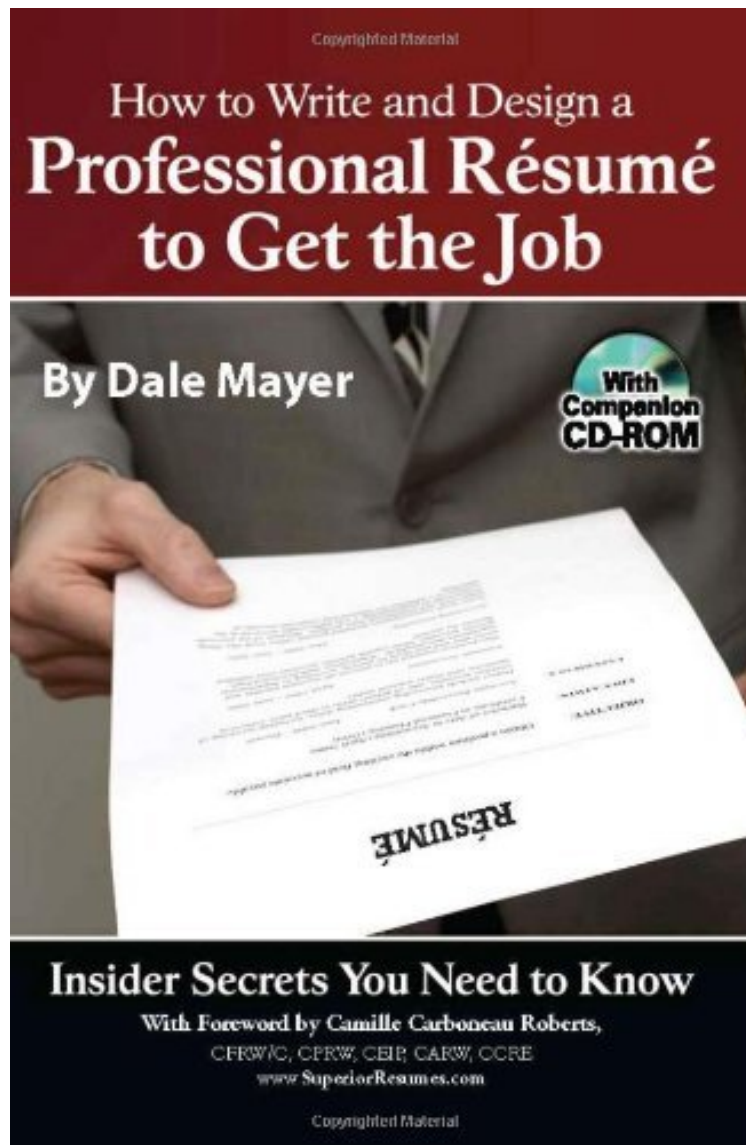


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How to Write and Design a Professional Resume to Get the Job: Insider Secrets You Need to Know

Dale Mayer

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1 of 1 people found the following review helpful. Almost Guaranteed to Land you a Job By Brick O'Neil How to write and design a professional resume; to get the job : insider secrets you need to know : with companion CD-

ROM / by Dale Mayer; Atlantic Publishing Group, Inc., book; 290 pages. It's no secret there are many books, CD's, programs and lectures on Resumes, job hunting, interviewing and the like, but Dale Mayer does a remarkably well job in this book. Mayer covers quite a few subjects. Not only Resumes, but different types of resumes, from the student to mid- or change-career resumes, as well as executive and self-employment resumes, but also interview tips, online resumes, portfolios. There literally, is something for everyone. Mayer goes into detail on each type of resume, even providing worksheets, examples and statements from professionals in the industry. Worksheets are mostly for those who have never written a resume, such as students or those coming from a displaced home. The examples are timely and easily understood, for beginners and those who are writing a resume after an extended absence. The short statements from professionals are well-written and show a glimpse into what other Resume professional writers suggest, underscoring Mayer's professionalism. The pace of the book is steady, no subject or area was either rushed or plodding. The language is easy to understand, the examples are well laid out and the tone is of a discussion, rather than a lecture or berating the reader. Mayer is to be congratulated on writing an easy to understand book that gives so many people looking for work such a difficult time. Even the most hardened job seeker will find tidbits to draw from. Do you have a Brand? Would you like one? What about an online video resume? Or a Weblog or webpage to highlight yourself or skills? This book deserves a five star rating. 0 of 0 people found the following review helpful. Leisa Wilson

By Lee Lennen Having an effective professional resume; can make the difference between being offered the position you want and reading the want ads. Today's job market is more competitive than ever and if you are going to stand a chance against the dozens or even hundreds of other applicants competing for the same position you want, you need a resume; that will not only highlight your education, experience and abilities, but one that will do that in a way that will catch the attention and the approval of your prospective employer. "How to Write Design a Professional Resume; to Get the Job: Insider Secrets You Need to Know - With Companion CD-ROM" by Dale Mayer is a comprehensive guide that will show you how to create a winning resume; and cover letter for any job situation. This book is laid out in an easy-to-follow format that gives you templates and guides you can use to write your own professional resume; and supporting letters. It helps you identify and list your assets and experience so that you can present yourself in a manner that will get you noticed. Whether you are creating a traditional paper resume; or you need one that is optimized for scanning or one that will be submitted electronically, this guide has examples and guidelines to help you. One of the most effective components of this book is the chapter that addresses the individual parts of your resume;, such as the goal or objective, the professional summary or the personal information sections of your resume;. By addressing each component individually and knowing how to make that piece excellent, you will achieve a much more professional end result. You will also find worksheets and case studies that will give you easy to follow examples so you know your efforts are on the right track. What makes "How to Write Design a Professional Resume; to Get the Job: Insider Secrets You Need to Know - With Companion CD-ROM" by Dale Mayer the most effective resume; writing guide you can find is that it also shows you how to create winning cover letters, appreciation letters to send after an interview, reference letters and a portfolio to showcase the evidence of your skills. You will find comprehensive instruction that is easy to understand and simple to follow for each and every component of the job seeking journey. When you know how to present yourself professionally, your chances of landing the job are increased exponentially. This guide is your go-to source to do just that. Rating- 5

"How to Write Design a Professional Resume; to Get the Job: Insider Secrets You Need to Know - With Companion CD-ROM" by Dale Mayer 2 of 2 people found the following review helpful. The Write Resume

By Patricia Punt Did you know that the #1 trick to writing a winning resume is "knowing what you like, what you want, what you can do, and what you have to offer." Ms Mayer turns the daunting prospect of creating the right resume and finding the right job into an easily managed process. Unlike books that simply give examples of standard resumes this book covers the basics as well as offers worksheets to help the job seeker get started. There are also chapters that deal with special cases (criminal past, job history problems, over qualified, under-qualified) and information on how to research jobs and how to prepare for the interview. Sample targeted resumes and case studies are also offered as well as specialty resumes (for the executive, military career, the self-employed, the student resume). Whether you are looking for your first or next job this book is the perfect companion. Helpful web sites and a CD-ROM are included. Professional resume writer Caroneau Roberts has written the foreword. Also, part of the profits from this book will be donated to The Humane Society of the United States in honor of "Bear" a rescued dog who served as "Vice President of Sunshine" at Atlantic Publishing.

In these tough economic times companies are downsizing, outsourcing, and merging, and job seekers are facing more competition than ever. You need a great resume to stand out from the crowd. Your resume is a platform to detail your achievements and experience. A resume is a document, designed to an employer on why they should contact and ultimately hire you. You will learn the basic components that must be in your resume, resume formats, key action words, common resume myths, what fonts to use, how to stress accomplishments, what information you should never put on resume, how to write your resume from the employer's perspective, how to write the resume to fit the job, what

words to use and what words never to use, techniques to get the interview, the secrets of a great cover letter, how to best describe your experience, how to detail employment gaps, and how to develop a professional resume. You also will learn about paper selection, electronic resumes, white space, margins, graphics, and computer software to help layout your resume. If you use all this information, you will give yourself that edge over the competition that you deserve. Note: The Kindle edition of this book does not include any CDs or DVDs.

An impressive 320-page resource, *How to Write Design a Professional Resume to Get the Job*, goes beyond the usual nuts and bolts publication by displaying several case studies presented by well-respected resume, job search, and branding experts. The book covers issues such as traditional and technological resume styles, while encompassing strategies for handling unique problems, tips for identifying the power of words, and the benefits associated with using branded biographies and skills sheets. A high-value resource that takes jobseekers through the various stages of resume development to get that job! Teena Rose EXECutive Resume Writer President Resume to Referral Professional and High-Impact Resume Writer --Teena Rose EXECutive Resume Writer President Resume to Referral