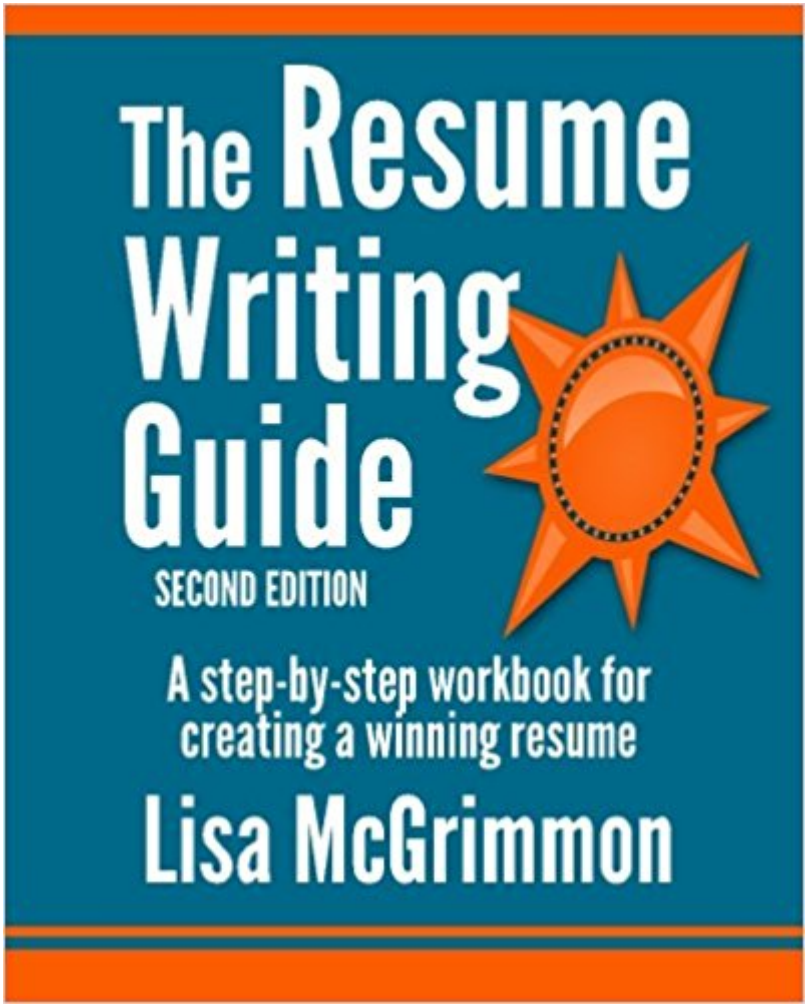
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The Resume Writing Guide: A Step-by-Step Workbook For Writing A Winning Resume



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Synopsis

Write a Winning Resume - Step-by-Step The Resume Writing Guide, (updated for 2015) will show you, step-by-step, exactly how to create a resume that makes a great impression and gives you more power in the job search process. It breaks the big, complex job of resume writing into small, completely manageable tasks, so you easily can write a resume that is tailored to show you at your best. Learn From the Experience of 2000 Job Seekers In this book, you'll find the kind of expertise that only comes from real experience. Lisa McGrimmon has written over 1000 resumes and helped over 2000 job seekers find work. She knows how to coach people through the process to create real resumes that give real results for real people. Guidance Through the Process The Resume Writing Guide takes you through the actual process of creating a resume one step at a time, carefully guiding you through each decision. It isn't just a collection of rules and tips. The process is broken into small, simple steps. In each chapter, you will complete a few tasks, and, if you complete all of the tasks to the best of your ability, once you reach the end of the book, you will have written a resume that shows you in your best possible light. Learn How to Deal With Resume Challenges Lisa has used this process successfully with clients from all walks of life and with all kinds of work histories. She has written resumes for: career changers people returning to work after several years without paid employment new immigrants recent graduates older workers people in competitive and declining industries This book isnÃ¢â ¬â„¢t just for the lucky few who have a perfect career history. It gets into the heart of how to write resumes that pop even if youÃ¢â ¬â„¢re worried that you may have some challenges to overcome. New for 2015 The second edition has been revised and expanded to include up-to-date information about trends in resume writing and job hunting including 2 new chapters about writing applicant tracking system (ATS) optimized resumes. Not a 20 Minute Resume Guide! This book is not for people who want to knock out a resume in 20 minutes. It is a meticulous, step-by-step guide through each phase in the resume writing process. It shows you how to structure each section, write compelling statements, and make smart decisions about content to highlight your individual strengths and minimize weaknesses. Thoughtfully completing the tasks in this book will take time, but it will be time well spent. In the end, you will have a winning resume that is perfect for your needs and structured to show you at your best. Partners in Resume Writing Good career coaches will not write a resume for you; they will write one with you, as partners. You and the career coach both bring important information to the table. Throughout this book, you and Lisa will be partners. Lisa will be the expert on how to create a resume. You will be the expert on your own career. Lisa will show you: how to decide what information you should include, how to write compelling content, how to structure sections to highlight your strengths, and how to minimize

concerns you may have about your work history. Your task is to take that information and apply it to what you know about your own career. In this partnership, you can create an effective resume that gets you one big step closer to landing the job you want. Scroll up and click to buy!

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Customer Reviews

I loved this book, so much so that I took the time to write a review, which I don’t do very often. It’s a quick and easy read, with very clear step-by-step instructions. I needed to update my resume after having not done so for far too long; I was stuck, and so I bought this book. I followed Lisa’s instructions, they got me 99% of the way there in very short order, and I am happy with the results. Two small gripes are 1) the lack of an index, and 2) that it doesn’t really say what to do with those long lists of technical skills (you know, lists of programming languages and operating systems etc.) Definitely way better than the Knock ’em Dead book, although that one does contain a lot more sample resumes.

After reading this book, I discovered many things that are out of date and have probably gotten my resume rejected. I am starting a new resume using the advice from Ms. McGrimmon, so hopefully things will be looking up soon! I hope to have a good update. Good methodology and very clear in the points covered in the book.

- Easy Read- Lots of Examples- Helpful ResourcesReally liked the downloadable Career Choice Guide Writing Form... Great for brainstorming and guides you through each resume section plus you can reuse or print as many copies as you need.

Very helpful..... Thanks

Insanely helpful book with detailed step by step instructions, good for people with little to no experience writing resumes

This book is REALLY helpful; it breaks everything step down to make it genuinely foolproof! I HIGHLY recommend it!

Good book for first time Resume writer or transition workers. No example of Resume little disappointment. Thank you for this book.

I borrowed this book first but decided just to buy it. There were a lot of pitfalls on my resume that were explained in the book and more importantly how to correctly write and rewrite my resume.

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