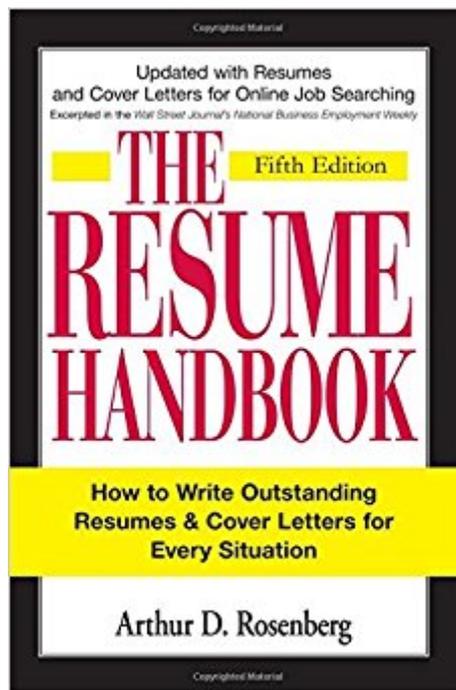


The book was found

# The Resume Handbook: How To Write Outstanding Resumes And Cover Letters For Every Situation



## Synopsis

Only one interview is granted for every 250 resumes received. With *The Resume Handbook*, you can make sure yours is the one on top! Your resume has one purpose: to obtain an interview. In order to create an interview-winning resume, you need to know what to say and how to say it - and *The Resume Handbook* will show you how. The book focuses on three major objectives:

- Organization:** Give your resume structure and visual impact to immediately capture attention.
- The Basics:** What to include and what to leave out so you don't turn off the reader.
- Accomplishments:** Present yourself as a highly motivated achiever.

Now in its fifth edition, *The Resume Handbook* features thirty-seven of the best resumes ever written and provides no-nonsense advice for making your resume stand out from the crowd.

## Book Information

Series: Resume Handbook

Paperback: 176 pages

Publisher: Adams Media; 5 edition (December 1, 2007)

Language: English

ISBN-10: 1598694596

ISBN-13: 978-1598694598

Product Dimensions: 6 x 0.5 x 9 inches

Shipping Weight: 3.2 ounces (View shipping rates and policies)

Average Customer Review: 3.8 out of 5 stars 25 customer reviews

Best Sellers Rank: #408,761 in Books (See Top 100 in Books) #124 in Books > Business & Money > Job Hunting & Careers > Resumes #46608 in Books > Reference

## Customer Reviews

"As vice president of a major employment agency, I have seen countless examples of the best and worst of resumes. *The Resume Handbook* provides clear advice and practical examples of the kind of resumes we, and our clients, like to see." -Tom Walsh, vice president, Essential Data Corporation, Stamford, CT.

"As with past editions, we continue to refer *The Resume Handbook* to hundreds of executives in a wide range of fields. We, and our clients, have come to expect practical suggestions and realistic examples from this insightful classic. Bottom line: *The Resume Handbook* produces results." -Harvey Hohausser, president, Harvey Hohausser & Associates, Troy, MI.

"*The Resume Handbook* is unusual in that it appeals to people at every level of the job market: executives, middle managers, and recent graduates. The authors also recognize the needs of

nonprofessional job-seekers. Highly recommended!" -Rob Carmona, president/CEO, East Harlem Employment Services, Inc, New York, NY.

Arthur D. Rosenberg (Cresskill, NJ) is a consultant specialising in business analysis, project management, user-friendly documentation, corporate communications, and training. His publications include: *Career Busters: 22 Ways People Mess Up Their Careers and how to Avoid Them*, and *Manipulative Memos: Control Your Career Through the Medium of the Memo*.

I was skeptical that this book would be helpful. I own several other books on writing resumes and none of the other resume books I own seemed to help improve the number of interviews and job offers I received. This book was different. After following the suggestions outlined in this book my success rate for getting interviews and job offers skyrocketed. Keep in mind that this book won't do the work for you. This book tells you the do's and don'ts of writing a successful resume and shows you how to tailor your resume to specific employers in order to improve your chances of getting noticed. Tailoring your resume to different employers or even to specific industries requires a lot of work. I suspect that those people who gave this book bad reviews wanted a something that no resume book can provide: a guide to crafting a perfect resume that works with any employer without any real effort. If you are willing to put effort into writing resumes that will get you job interviews then I recommend this book.

A self-help book for job seekers. Its premise is the purpose of a resume is to win a job interview by standing out from competitive resumes. The book has three stated objectives: \* Organization: how to structure a resume \* Basic Principles: what to include; what to leave out \* Accomplishments: how to write action-oriented accomplishments. Rosenberg advocates brevity: one page for a beginner, two for experienced candidates. Specialized resumes (consultant, academic) may be longer. Objectives are optional and not always helpful. Be sure they are consistent with your experience and skills and with the job's requirements. Otherwise, an objectives statement can limit opportunities. Use a summary of qualifications instead, or a combined qualifications and objectives section. Rosenberg devotes a chapter to describing accomplishments. It begins with a list of action verbs, followed by a table of dull phrases paired with recommended rewrites. He includes a list of questions to elicit meaningful accomplishments, and 20 examples of good statements of accomplishments. The book includes 37 sample resumes with notes indicating specific challenges and how they were overcome. Five bad examples are accompanied by descriptions of their errors. Three are rewritten into

acceptable resumes, to provide a before-and-after comparison. Cover letters should answer the question, "What can you do for us?" They should be customized for each opportunity and demonstrate the candidate's value to the employer. Good and bad examples are included. A personal promo letter, a tailored substitute for a resume, may be sent to a key decision maker that may not have a specific opening. It opens with an attention-grabbing accomplishment, states why you are contacting this particular company, lists relevant accomplishments and qualifications, and closes with a specific request for action. Includes tips on networking, follow up correspondence after contacts with hiring managers, electronic and scannable resumes, responding to ads, employment agencies, search firms, targeted mailings, and mass mailings. If you have other recent books on resumes, you won't find much here that's different. If not, it's really all you need.

Helped to get a career not just a job!

A very informative and concise set of guidelines in preparing the best possible resumes. It is very refreshing to see that Mr Rosenberg has an extensive arsenal of viable information and delivers it in an easy to read format. Thank You

Great condition

I think this is a good book, for when you're beginning to write resumes, and if you need to look at the various formats. G

Good Deal ~I like it~

The resume handbook is awesome. By using it and two other books for examples I was able to obtain an interview for a job I was interested in. Don't know if it was successful yet but was a good sign that they called and made an appointment for an interview.

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