



Career Essentials The Resume

By Dale Mayer

Valley Publishing. Paperback. Condition: New. 130 pages. Dimensions: 8.4in. x 5.4in. x 0.5in. In our current economic conditions, job hunters are struggling to attain the perfect job. The Internet has made job hunting easier, but has made getting the job actually harder. It's so easy to apply for jobs today that employers are overwhelmed, often receiving thousands of applications per job opening. Somehow, you have to make sure your application rises to the top of this pile. How? Through your résumé - it's the single most powerful marketing tool you have to showcase your skills and accomplishments. That's what this book is all about. It shows you how to create the best résumé for you and the job you are applying for. There are chapters on the different résumé formats and how to choose the appropriate one for your situation. There's a chapter showing you what belongs in each section of the résumé and there's even a chapter on how to showcase your skills in the most powerful way. There is a section on mistakes to avoid and tips for dealing with any problematic areas. Underqualified Overqualified Each of these issues and many more are addressed in this book, as is...

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