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Titolo	The elements of resume style : essential rules for writing resumes and cover letters that work // Scott Bennett
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Soggetti	Resumes (Employment) Cover letters
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Livello bibliografico	Monografia
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Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	COVER; TITLE; COPYRIGHT; CONTENTS; PREFACE TO THE SECOND EDITION; INTRODUCTION: WRITERS MAKE CHOICES; WHY SOMETIMES YOU CAN DO EVERYTHING RIGHT AND STILL GET NO INVITATION TO AN INTERVIEW; PAY ATTENTION TO ITEMS WITHIN YOUR CONTROL; LESS IS MORE; TWELVE THINGS YOU CAN DO WITHOUT; 1. COMMON CONCERNS; ARE YOU SURE OF WHERE YOU WANT TO WORK?; ARE YOU SURE OF WHAT YOU WANT TO DO?; MOVE BEYOND YOUR DREAMKILLERS; RESUME LENGTH; CHRONOLOGICAL OR FUNCTIONAL RESUME?; EMPLOYMENT GAPS; INCLUDE INTERIM JOBS?; SELF-EMPLOYMENT; JOB HOPPING; WHAT ABOUT SOCIAL MEDIA? 2. PRESENTATION: THE READER SEES MORE THAN WORDS PAPER; INK; MARGINS; SPACING; FONT; BOLDFACE; ITALICS; ALL CAPS; UNDERLINING; SAVE AS . . . ; 3. EVEN THE SIMPLEST ITEMS SEND MESSAGES TO THE READER; YOUR NAME; YOUR ADDRESS; YOUR PHONE NUMBER; YOUR FAX NUMBER; YOUR E-MAIL ADDRESS; YOUR E-MAIL SIGNATURE; 4. SELL YOUR SKILLS AND EXPERIENCE-ALWAYS WITH THE READER IN MIND; GOAL SECTION?; GOAL VS. OBJECTIVE; EXECUTIVE SUMMARY SECTION?; GIVE READERS A REASON TO BELIEVE; EDUCATION OR WORK EXPERIENCE SECTION FIRST?; ""WORK EXPERIENCE"" VS. ""PROFESSIONAL EXPERIENCE""; POSITION DESCRIPTIONS/BLURBS SENTENCES/ACTION STATEMENTS VERBS/ACTION WORDS; VOLUNTEER EXPERIENCE SECTION; EDUCATION SECTION; INVENTIONS, PUBLISHED

WORKS, SEMINARS SECTION; SOFTWARE SKILLS SECTION; LANGUAGE SKILLS SECTION; MEMBERSHIPS SECTION; REFERENCES STATEMENT?; PERSONAL INFORMATION SECTION?; ARTWORK, PHOTOS, DECORATIVE BORDERS, AND LINE ART; 5. DELIVER YOUR MESSAGE THE RIGHT WAY TO THE RIGHT PLACES; SENDING YOUR RESUME; JOB/CAREER FAIRS AND REVERSE JOB/CAREER FAIRS; RESPONDING TO BLIND ADS; THINKING OUTSIDE THE CUBICLE; 6. COVER LETTERS; COVER LETTERS IN GENERAL; SAMPLE RESPONSE LETTER
THE UNSUNG HERO OF THE JOB SEARCH: THE INQUIRY LETTER SAMPLE INQUIRY LETTER; INFORMATIONAL INTERVIEW REQUEST LETTER; SAMPLE INFORMATIONAL INTERVIEW REQUEST LETTER; 7. THE FINAL THREE PRE-INTERVIEW ITEMS: SALARY REQUIREMENTS, SALARY HISTORY, REFERENCES; REQUEST FOR SALARY REQUIREMENTS; REQUEST FOR SALARY HISTORY; ELEMENTS OF COMPENSATION FOR SALARY HISTORY; REFERENCES; 8. MARKETING TO YOURSELF; 9. BONUS INTERVIEW CHAPTER, BY POPULAR DEMAND: SCOTT, MY RESUME WORKED! NOW WHAT?!; PHYSICAL PREP; MENTAL PREP; READ UP AND THEN MEET UP; ARE YOU READY FOR YOUR CLOSE-UP?; AFTER THE INTERVIEW
CONCLUSION: YOU'RE THE CARPENTER APPENDICES; A. MORE EXAMPLES OF EFFECTIVE POSITION DESCRIPTIONS/BLURBS; B. A SPECIAL NOTE TO HOMEMAKERS; C. A SPECIAL NOTE TO VETERANS; D. A SPECIAL NOTE TO EX-OFFENDERS; E. A SPECIAL NOTE TO PEOPLE IN RECOVERY; INDEX; ABOUT THE AUTHOR; FREE SAMPLE CHAPTER FROM ACING THE INTERVIEW

Sommario/riassunto

It's amazing the misinformation found in most resume books! Scott Bennett has hired hundreds of people in a variety of industries, and he knows firsthand what kind of resume sparks an employer's interest- and which ones fail. In The Elements of Resume Style, he warns against popular "tricks" that tend to backfire-and instead shows readers how to craft clear, compelling, targeted resumes and cover letters that lead to real jobs.

2. Record Nr.	UNINA9910140341503321
Titolo	College & research libraries news
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Descrizione fisica	1 online resource (volumes)
Disciplina	020
Soggetti	Library science Academic libraries Research libraries Library Science Bibliotheconomie Bibliothèques collegiales Bibliothèques universitaires Bibliothèques de recherche library science Documentaire informatie UNITED STATES UNIVERSITY AND COLLEGE LIBRARIES Periodicals.
Lingua di pubblicazione	Inglese
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