

1. Record Nr.	UNINA9910449998403321
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Titolo	Strategic resumes [[electronic resource]] : writing for results // Marci Mahoney
Pubbl/distr/stampa	Menlo Park, Calif., : Crisp Publications, c1992
ISBN	1-4175-2438-3
Descrizione fisica	1 online resource (157 p.)
Disciplina	808/.06665
Soggetti	Resumes (Employment) Applications for positions Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	<p>""TITLE""; ""COPYRIGHT""; ""DEDICATION""; ""CONTENTS""; ""PREFACE""; ""PART 1 Changea€?The New Constant ""; ""NEW CHALLENGES IN THE WORK WORLD""; ""The Challenge of Pathfinding""; ""The Challenge of Perspective""; ""TEN TRENDS AFFECTING JOBS""; ""New Players""; ""A More Highly Educated Work Force""; ""Technological Innovation""; ""A Global Economy""; ""Deregulation""; ""Restructurings and Downsizings""; ""Decreasing Strength of Organized Labor""; ""Increasing Use of Temporary Workers""; ""Expanding and Contracting Sectors of Opportunity""</p> <p>""Changing Roles and Reward Systems in Organizations""""CHANGE-READINESS: AN ADAPTIVE SKILL""; ""For Surviving and Thriving""; ""On Developing Change-Readiness""; ""A CHANGE-READINESS QUIZ""; ""MANAGING CHANGE BY MANAGING YOUR CAREER""; ""Career Management: A Concept, a Set of Skills and a Personal Commitment""; ""PART 2 Resumes in Perspective""; ""A POSITIONING STEP""; ""A Job Search Ritual""; ""Resume Myth-Busting""; ""A PART OF A LARGER JOB SEARCH PROCESS""; ""A Means to an End, Not an End in Itself""; ""AN EXERCISE IN PERSONAL GROWTH""; ""A Source of Insight""</p> <p>""A Source of Self-Esteem""""REFLECTIONS ON RESUMES""; ""PART 3 Strategic Resumes for Competitive Edge ""; ""A MATTER OF STANDARDS""; ""The Basic Approach""; ""The Give-It-All-You-Have Approach""; ""THE POWER OF STRATEGY""; ""Much Is at Stake""; ""THE</p>

STRATEGIC APPROACH"; "Relating to Hiring Concerns"; "Creative Judgment Calls"; "Truth in Advertising"; "PERSUASIVE CASE-BUILDING"; "A Shift in Time Orientation from the Past to the Future"; "NOTE:"; "PART 4 The Eight-Step Formula "; "STRATEGIC RESUME PRODUCTION"; "THE EIGHT-STEP FORMULA"; "STEP 1: DEFINE YOUR OBJECTIVE"

"On Staying a€œOpena€?"""The Distinction of Personal Focus"; "The Distinction of Personal Focus"; "An Inner-Directed Approach to Your Job Search"; "A Resume Objectivea€?Some Definitions"; "Achievable and Motivating"; "GUIDELINES FOR YOUR OBJECTIVE"; "STEP 2: ASSESS YOUR MARKETABILITY"; "Your Marketability"; "Some Myths About Marketability"; "Taking Back Control"; "Marketability Concerns as Strategic Challenges"; "Examples:"; "The Skill of Reframing"; "GAMEPLAN FOR SUCCESS"; "STEP 3: SELECT YOUR FORMAT"; "THE CHRONOLOGICAL FORMAT"; "THE FUNCTIONAL FORMAT" "THE COMBINATION FORMAT""STEP 4: BUILD YOUR BASE"; "STEP 5: DEVELOP YOUR DRAFT"; "EXAMPLES OF CAREER OBJECTIVE"; "SUMMARY OF YOUR QUALIFICATIONS"; "EXAMPLES OF SUMMARY OF QUALIFICATIONS"; "LISTING OF YOUR KEY SKILLS"; "EXAMPLES OF KEY SKILLS"; "PROFILE OF YOUR RELATED EXPERIENCE"; "The Strategic Handling of Your Experience"; "A. ISSUES REGARDING INCLUSION, EMPHASIS AND PERSPECTIVE"; "B. TREATMENT OF YOUR CORE REFERENCE INFORMATION"; "EXAMPLES OF CORE REFERENCE INFORMATION"; "C. TREATMENT OF YOUR DESCRIPTION"; "EXAMPLES OF ACCOMPLISHMENT-ORIENTED DESCRIPTION" "D. TREATMENT OF YOUR EXPERIENCE IN EACH RESUME FORMAT"
