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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

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#### 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.

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