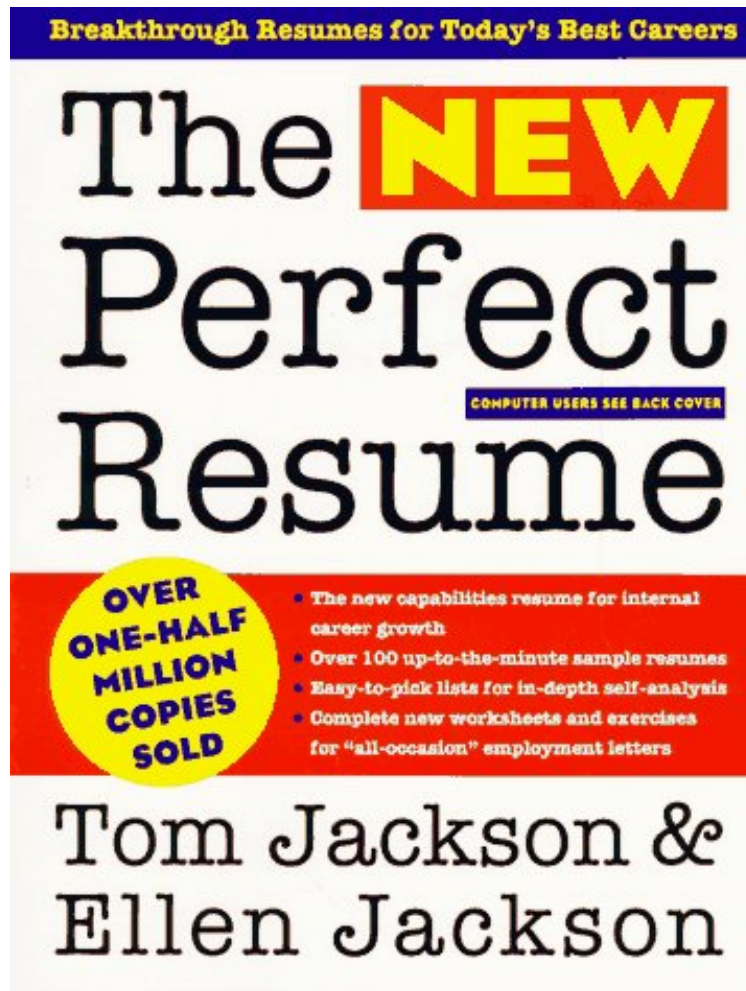


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## New Perfect Resume

Tom Jackson, Ellen Jackson  
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When published thirteen years ago, *The Perfect Resume* was the best resume book on the market. It transformed the old resume "list of facts" into a new model, an opportunity for self-expression and self-promotion. But today's perfect resume is not the same perfect resume of ten--or even five years ago. *The New Perfect Resume* provides the most effective strategies for dealing with the current shift away from 'good steady jobs' to an era of temporary, freelance, and consulting positions. In order to compete in today's business world, where employers are more interested in a candidate's skills rather than experience, and where no employment is guaranteed for life, resumes must be highly customized and targeted to an employer with current or short-term needs. *The New Perfect Resume* shows readers how to:

- \* Prepare a capabilities portfolio, which focuses on a candidate's talents rather than the number of jobs they've held
- \* Write an "internal resume" that defines job responsibilities for those already with a job
- \* Use E-Mail, the talent banks of the Internet, and electronic job searches

Along with all these strategies, *The New Perfect Resume* includes all the hallmarks of a great resume book, including 50 samples of winning resumes, easy-to-use drafting forms, special resumes for recent graduates, salary negotiation strategies, and suggestions on how to write a perfect cover letter. A classic in the field of career development, *The New Perfect Resume* is sure to become the new standard upon which all other resume books are compared.

From the Publisher

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From the Inside Flap

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