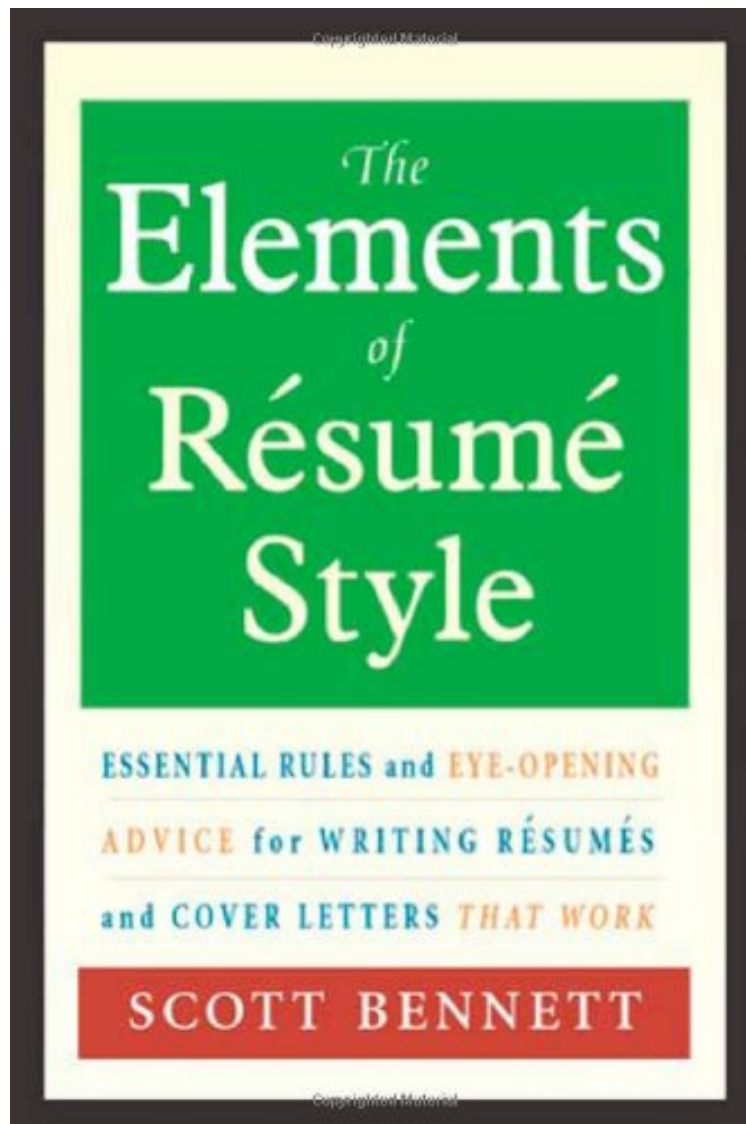


(Free and download) The Elements of Resume Style: Essential Rules and Eye-Opening Advice for Writing Resumes and Cover Letters that Work

## The Elements of Resume Style: Essential Rules and Eye-Opening Advice for Writing Resumes and Cover Letters that Work

Scott Bennett

ePub | \*DOC | audiobook | ebooks | Download PDF



[Download](#)

[Read Online](#)

#1742888 in Books AMACOM 2005-07-22Original language:EnglishPDF # 1 .42 x 5.47 x 8.22l, .41 #File Name: 081447280X144 pages | File size: 74.Mb

**Scott Bennett : The Elements of Resume Style: Essential Rules and Eye-Opening Advice for Writing Resumes and Cover Letters that Work** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Elements of Resume Style: Essential Rules and Eye-Opening Advice for Writing Resumes and Cover Letters that Work:

2 of 2 people found the following review helpful. Good advice  
By Gregory J. Spatchek  
Overall the book gave good advice. I especially like the special sections to homemakers, ex-convicts, veterans, and people in recovery. We all have to learn to sell ourselves to employers if we want to have work we'll enjoy. I also like the idea of short cover letters. 4 paragraphs is just too long for today's hiring manager.  
The one thing I disagree with is not using bullets in your resume. The resume examples in the book are very text heavy. They're not the best ways to use the reader's time. I think it's good to use bullets to make the resume easier to read. I also wish he made a section for people who've been laid off or fired since that happens to so many people nowadays.  
Despite my criticisms, I still think it's a good book. One bit of advice I really like is for lines with no text, you can choose an 8-point font to save space. I tried it and it works with my resume.  
2 of 2 people found the following review helpful. Best Resume Resource!  
By recent\_college\_grad  
I have read online, spoken with my college's career counselors, received help from employed friends, and checked out a multitude of books from the library to help me craft the perfect resume ... and this book has been far more helpful than anything else! I was working through it as a rental from the library and finally decided to make it my own. If you want a frank, honest, no BS book that is a quick read but will tell you how to craft an effective resume - this is the book for you! When you get a job making \$10,000 more/year than you do today, you'll be happy to have spent the \$10.1 of 1  
people found the following review helpful. A concise guide to resume writing  
By B. king  
A handy guide to writing concise, focused resumes that gives rules that make good sense, such as leave out redundant information, and omit extraneous information which does not positively contribute to your strengths and accomplishments. It's also much easier to read than the "What Color Is Your Parachute" books, although less comprehensive, so this book would be a good complement to another thicker resume book. Highly recommended for it's small size and affordable price to any job seeker.

"It's amazing the myths one can find in some resume books. Scott Bennett has hired hundreds of people in a variety of industries, and he knows firsthand what kinds of resumes spark the interest of employers. In "The Elements of Resume Style", Bennett explains why some of the most popular "tricks" backfire more often than they work, and offers clear, smart strategies for creating resumes and cover letters that get people jobs. From entry-level to executive, users of this invaluable guide will: see their resume from the employer's perspective; avoid the errors most candidates make; handle job-hopping, employment gaps, and other touchy subjects honestly and effectively; and write cover letters that stand out - and learn the untapped power of the inquiry letter. This book features: 1,400+ Sample Action Words, Action Statements, and Position Descriptions/Blurbs; 200+ Vague Claims to Avoid and 500+ More Words and Phrases to Avoid; Sample Resume Format, Sample Response Letter, Sample Inquiry Letter; Sample Informational Interview Request Letter; Sample Response to Request for Salary Requirements; Sample Salary History, Sample References. The battle for jobs is tighter than ever. "The Elements of Resume Style" can help you make sure your first salvo is as powerful and on - target as possible."

"Its a quick read and a valuable resource for jobseekers, people in business and general career advancement." - JobsandMoney.com  
"It could mean the difference between the active candidate file and the circular one on the floor." - Richard Pachter, Knight Ridder newspapers  
"No job seeker should be without a book on how to write a compelling resume, and this book is one of the best." -Fort Worth Star Telegram  
""At Kinkos, we print more resumes than any other firm in the world. We see the good, the bad, and the ugly in resumes. I highly recommend Scott Bennetts book for anyone wishing to create the winning resume."" -- Gary M. Kusin, President, CEO, and Director, Kinkos Inc.  
""Reading this compact volume is like getting inside the mind of a hiring manager. It should be required reading for every job applicant."" -- Pat Precin, Managing Director, Pathways to Housing  
""Absolutely outstanding. A marvelous piece of work. This book delivers what it says it will and then some. No job seeker or career changer should be without it."" -- JOHN J. KENNEDY, ED.D., CAREER DEVELOPMENT CONSULTANT  
""Scott has managed the near-impossible -- covering the subject from AA to ZZ. For the serious rsum writer, the sections ""Request for Salary Requirements"" and ""Marketing to Yourself"" alone are worth fifty times the cost of this tightly written manual."" -- HERSCHELL GORDON LEWIS, DIRECT RESPONSE WRITER/CONSULTANT/LECTURER, AND AUTHOR OF DOZENS OF CLASSIC BOOKS ON COPY WRITING AND ADVERTISING  
""Scott Bennett presents the art and science of rsum and cover letter writing in a clear, comprehensive package that will serve as a useful tool for employment seekers. I recommend his guide to all seekers and outplacement professionals."" -- BARRY NEWMARK, DIRECTOR OF HUMAN RESOURCES, BROOKLYN BUREAU OF COMMUNITY SERVICE  
""Its rare to find professional wisdom and practical sense in the same book. Scott Bennett delivers both. As someone with years of experience in helping both students jump start their careers and executives choose the right applicant, I know his words can make a genuine difference at whatever step of the career ladder to which youre hoping to move."" -- DR. STEVE BURGHARDT, PROFESSOR, ORGANIZATION PLANNING, HUNTER COLLEGE SCHOOL OF SOCIAL WORK; AND VICE-PRESIDENT, RESEARCH ORGANIZATIONAL DEVELOPMENT, LEADERSHIP TRANSFORMATION GROUP, LLC  
""The Elements of Rsum Style provides a clear, well-marked path to construction of effective rsums and cover letters. It is a quick and easy read; the language and style make it inviting,

and it is chock full of information essential to every level of job seeker. Usually these books are rough going and boring, but this one is supportive and fun. Young people in our Independent Living /Life Skills Program will be encouraged to use this wonderful resource as they enter the world of work." -- CAROL M. ALTOMARE, CSW, DIRECTOR, INDEPENDENT LIVING/LIFE SKILLS PROGRAM, JEWISH CHILD CARE ASSOCIATION ""The author presents the information in such a clear, concise, well organized way. I felt like an experienced friend was helping me through tricky territory in a very candid, yet patient and kind way."" -- NINA JAFFE, RECENT CAREER CHANGER, VERMONT ""Bennetts writing is succinct; its a pleasure to read. His book is a delightful mix of useful, pointed, and timely content. Great help overcoming internal demons as well as external barriers. Bravo!"" -- BARBARA WOOD, PH.D., VP FOR PATHMAKER SERVICES, GREYSTON FOUNDATION ""The Elements of Rsum Style is a useful addition to the literature on the art of rsum writing. It contains very detailed, specific wording recommendations not found in other books on this subject. I highly recommend it."" -- ROBERT W. BLY, COPYWRITER/CONSULTANT/SEMINAR LEADER, AND AUTHOR OF MORE THAN 50 BOOKS ON MARKETING, DIRECT MAIL, WRITING, AND BUSINESS COMMUNICATION" About the Author Scott Bennett has read tens of thousands of resumes, conducted thousands of interviews, and hired and developed hundreds of employees at all levels in small, mid-size, and large organizations. In 1996, he transitioned from his role as President and Chief Operating Officer of Public Service Computer Software, Inc., into career coaching. Individually and in seminars and workshops, he has coached more than 4,000 job seekers from more than 100 countries. After launching the Career Services Office at Baruch College School of Public Affairs in New York City, he developed [click4careercoaching.com](http://click4careercoaching.com) to provide free information, tools, and resources for active career seekers.