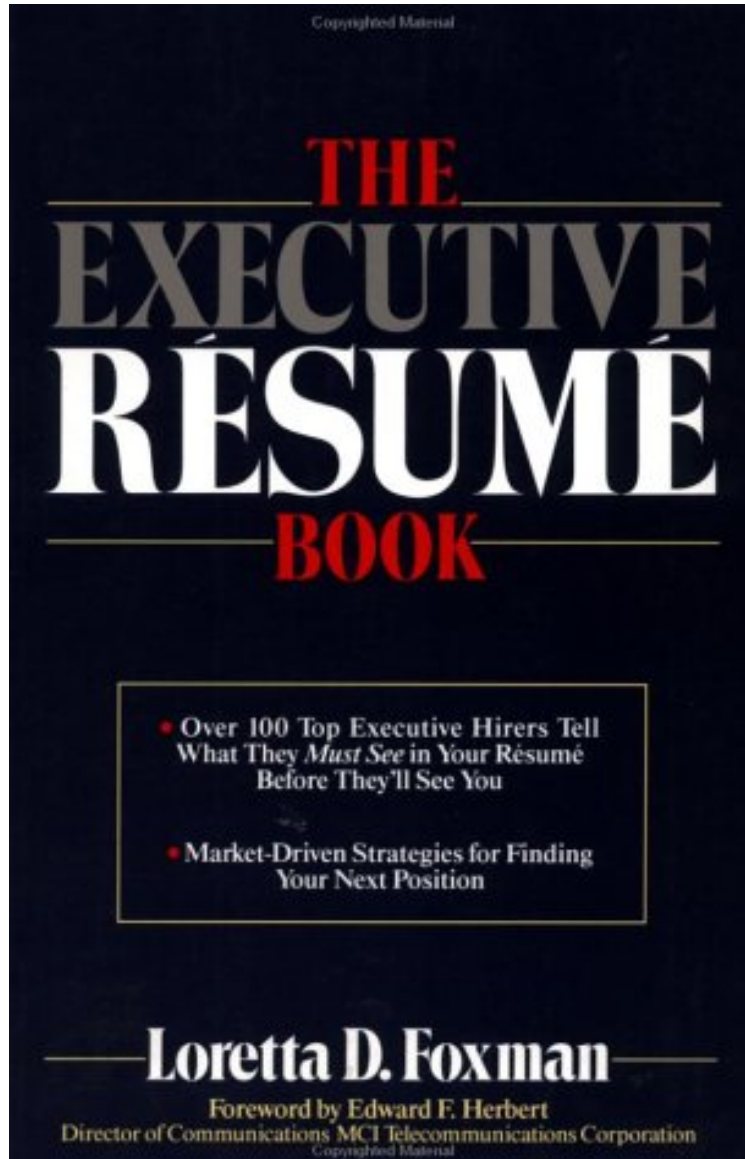


## The Executive Rsum Book

Loretta D. Foxman

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#3159062 in Books 1989-03-23Original language:EnglishPDF # 1 9.04 x .56 x 6.10l, .0 #File Name: 0471606340224 pages | File size: 71.Mb

**Loretta D. Foxman : The Executive Rsum Book** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Executive Rsum Book:

0 of 0 people found the following review helpful. some good insights into un-related aspects of job-huntingBy MannyWorth a reading...gives you good insight of most aspects of the job-hunting game...well layed-out methods and strategies for preparing an executive resume, but some of the idioms used in this book are harsh and sarcastic and

appears to be aimed towards the reader. 1 of 2 people found the following review helpful. Be careful By A CustomerMentions preparing reviews with electric typewriters.

An executive rsum doesn't look like other rsums. This guide--based on research with those who hire executives--reveals what employers look for, and shows how to develop the rsum. The approach is based on the strategic thinking and planning required by any successful business plan. This book provides the tools to construct the rsum, then get the job offer.

From the Inside Flap If you're conducting a job search, here is the most complete and easy-to-use guide available to the executive job search process. Much more than just a book of rsums, *The Executive Rsum Book* shows you how to apply marketing strategies to the job search process, using your rsum as the chief marketing tool and your own unique talents and skills as the service being marketed. Author Loretta Foxman developed her market-driven job search strategies in her work as an executive career and outplacement consultant. In the process of writing this book, she tested her theories in a survey of over 100 executives who hire executives. The (often surprising) survey results are presented throughout the book. While the chief focus is on creating the appropriate rsum, *The Executive Rsum Book* also gives you the best techniques for interviewing, networking, and writing inquiry letters. The book is filled with insider advice and information from "across the desk," including: Who really reviews your rsum first, even when you send it to a top executive? Circumstances under which you might be granted an interview without first sending a rsum? How to structure your rsum in a way that is certain to get their attention? How to evaluate your credentials the way the hiring executive will, so you'll know how to state them, and where to place them in your rsum? *The Executive Rsum Book* is the only guide to the executive job search process that applies marketing techniques to the job seeking process. It offers help and guidance for every step along the way toward your choosing that next position. About the Author LORETTA D. FOXMAN is President of Cambridge Human Resource Group, the Chicago office of Outplacement International Incorporated, a firm specializing in outplacement, transitions management, and assessment and organization consulting. She is also the author of *Rsums That Work: How to Sell Yourself on Paper*.