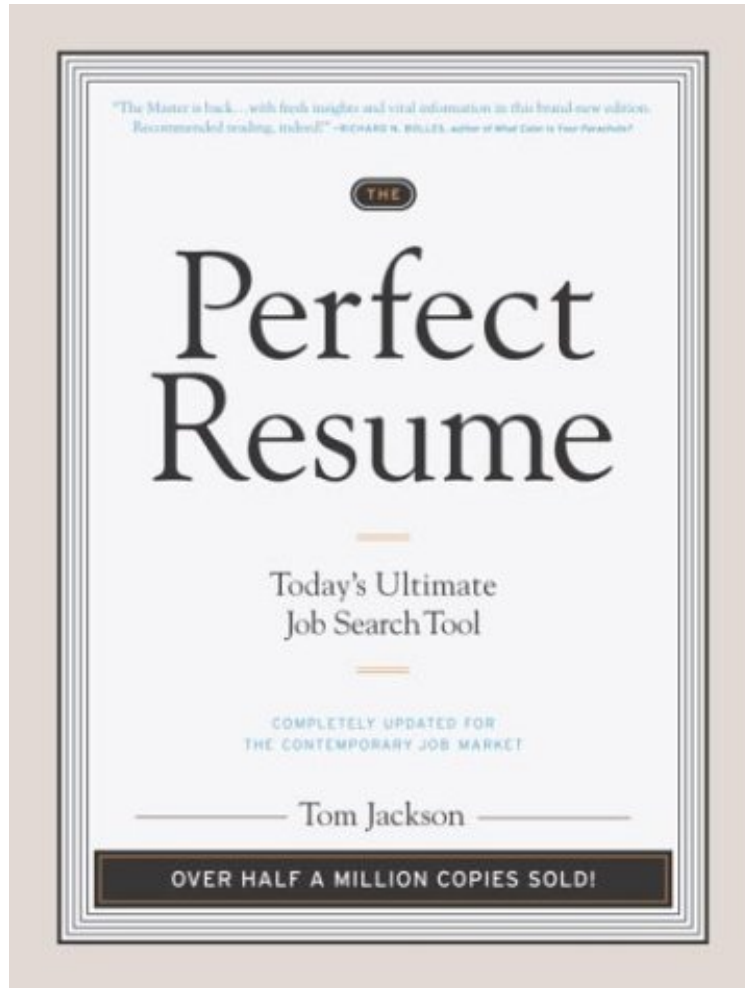


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The Perfect Resume: Today's Ultimate Job Search Tool

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From the Inside Flap: Tackle the tough employment market and land the job you want. Today, more than ever, it takes a powerful resume to open doors to the opportunities you seek. Increasingly important as hiring systems change, the right resume defines your objectives, your talent, and the unique benefits you offer. Done right, it also gets this information into the hands of the right decision makers. Based on new research into hiring and staffing methods, executive search, electronic screening systems, and public and private job banks, *The Perfect Resume* puts you ahead of the pack, whether you are after your first job or a competitive senior slot. Learn how today's employment process has radically altered the way resumes are used and jobs are filled. Understand how to start from the roots of your values, needs, and desires, not simply published help wanted listings. Assess your key strengths, capabilities, and experiences and focus them toward the situations you want most. Choose formats and delivery methods that are best able to penetrate electronic and bureaucratic prescreening systems and get interviews. Use e-mail and custom cover letters to spotlight your worth. Review case histories showing how people with special needs adapted their resumes and letters to get heard. Decide how to present yourself in a way that makes the most of your best. About the Author: Tom Jackson is a renowned expert on careers, job finding, and resumes. He has written a dozen books and programs on resume development and consults with colleges, corporations, and placement services on a regular basis. His works have sold more than one million copies to date.