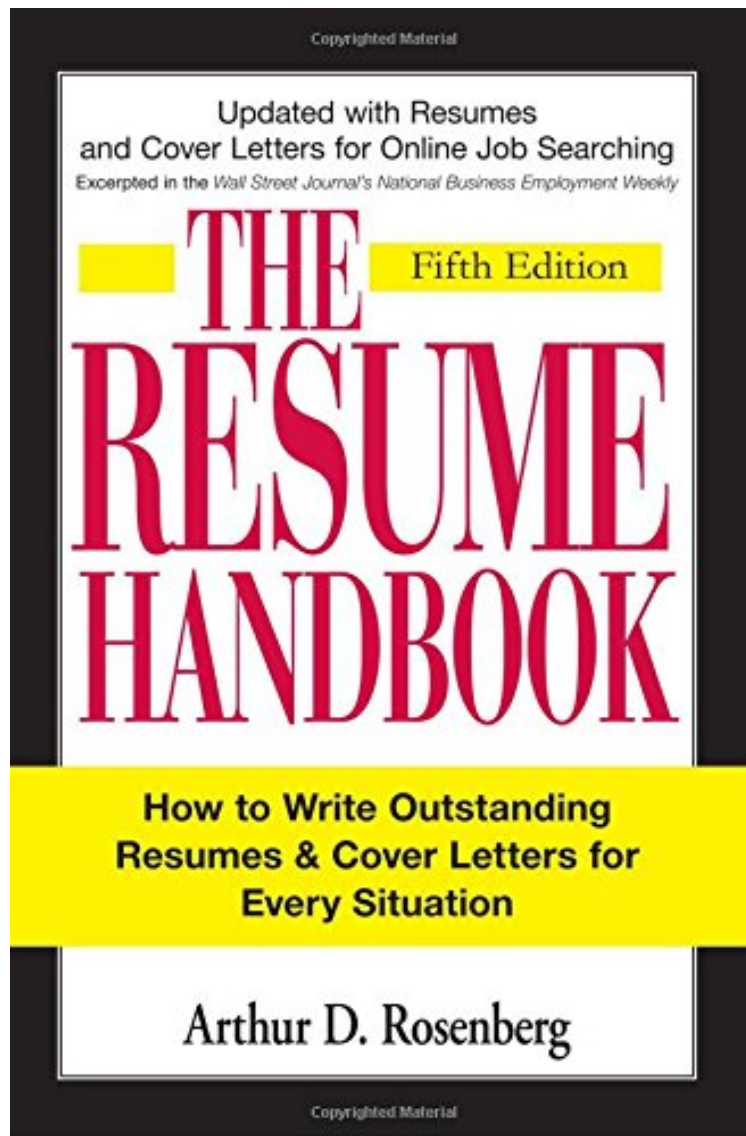


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The Resume Handbook: How to Write Outstanding Resumes and Cover Letters for Every Situation

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Only one interview is granted for every 250 resumes receivedWith The Resume Handbook, you can make sure yours is the one on top! Your resume has one purpose: to obtain an interview. In order to create an interview-winning resume, you need to know what to say and how to say it - and The Resume Handbook will show you how.The book focuses on three major objectives:Organization: Give your resume structure and visual impact to immediately capture attentionThe Basics: What to include and what to leave out so you don't turn off the readerAccomplishments: Present yourself as a highly motivated achieverNow in its fifth edition, The Resume Handbook features thirty-seven of the best resumes ever written and provides no-nonsense advice for making your resume stand out from the crowd.

"As vice president of a major employment agency, I have seen countless examples of the best and worst of resumes. The Resume Handbook provides clear advice and practical examples of the kind of resumes we, and our clients, like to see." -Tom Walsh, vice president, Essential Data Corporation, Stamford, CT."As with past editions, we continue to refer The Resume Handbook to hundreds of executives in a wide range of fields. We, and our clients, have come to expect practical suggestions and realistic examples from this insightful classic. Bottom line: The Resume Handbook produces results." -Harvey Hohausser, president, Harvey Hohausser Associates, Troy, MI."The Resume Handbook is unusual in that it appeals to people at every level of the job market: executives, middle managers, and recent graduates. The authors also recognize the needs of nonprofessional job-seekers. Highly recommended!" -Rob Carmona, president/CEO, East Harlem Employment Services, Inc, New York, NY.About the AuthorArthur D. Rosenberg (Cresskill, NJ) is a consultant specialising in business analysis, project management, user-friendly documentation, corporate communications, and training. His publications include: Career Busters: 22 Ways People Mess Up Their Careers and how to Avoid Them, and Manipulative Memos: Control Your Career Through the Medium of the Memo.