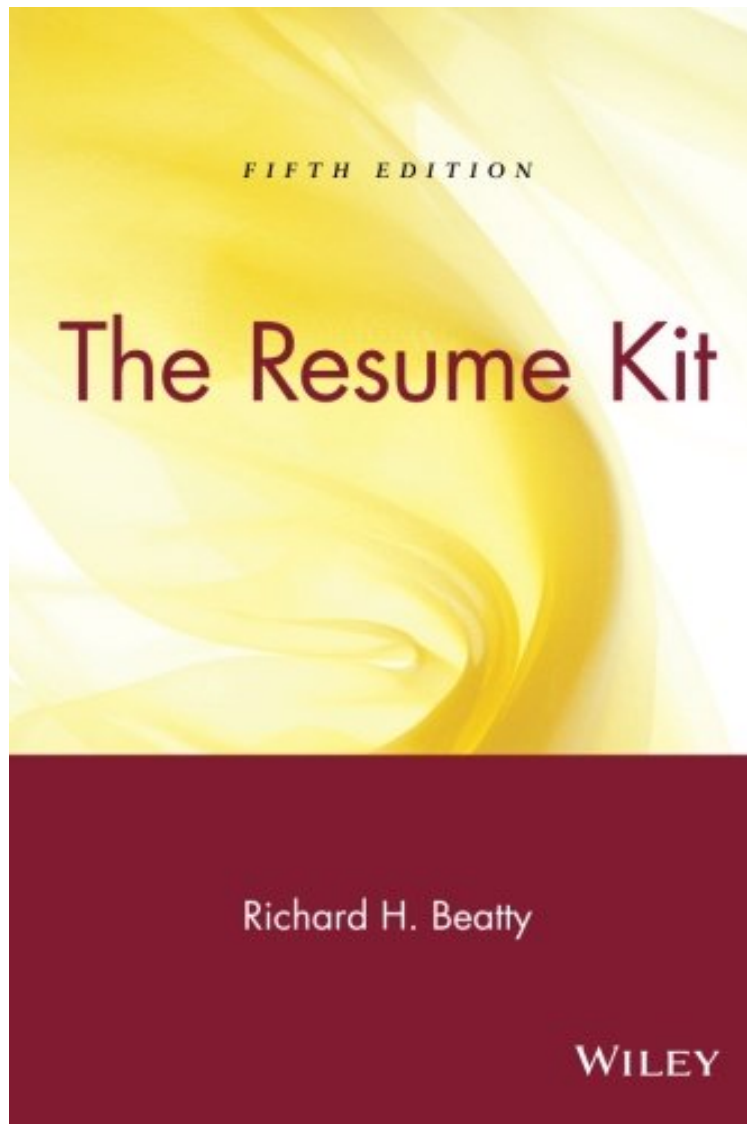


## The Resume Kit

*Richard H. Beatty*

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**Richard H. Beatty : The Resume Kit** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Resume Kit:

0 of 0 people found the following review helpful. Five StarsBy LAJIBAMGreat!3 of 3 people found the following review helpful. Solid and logicalBy Pumpkin KingTHE RESUME KIT is a great book that covers its topics in a very straightforward and conservative way. It contains everything you need to know, with a short section on cover letters, and doesn't include risky suggestions. Rather, he explains the risks of certain strategies, and why some strategies seem

like good ideas, but aren't. There are many great sample resumes and it's really just a very comprehensive and useful book.

The Resume Kit gives job seekers a leg up in the race for their dream jobs. In this new edition, Beatty shows how to create a winning resume to land any job in the new economy. With over eighty updated and revised sample resumes and cover letters, as well as a new chapter debunking common resume myths, the Fifth Edition of Beatty's bestselling resume guide is better, and more comprehensive, than ever. It offers the best advice on using the Internet to cast a wider net, updated listings on executive search firms, and detailed advice on using every resume format. The expert advice, clear guidance, and all the essential tools job hunters need to succeed are based on Beatty's three decades of experience.

From the Back Cover Craft the perfect resume and land your dream job! Your resume is the most important tool you have for getting noticed by potential employers. It's the very cornerstone of a successful job-hunting campaign, and a great resume is the ultimate career booster. With clear step-by-step instructions, expert advice, and a variety of real-world examples, The Resume Kit, Fifth Edition will help you build a resume that gives you a leg up in your climb to the top! Bestselling career guru Richard Beatty tells you how employers think, what they look for in a candidate, and how to mold your resume to let them know that you have what it takes to succeed. In this revised and updated Fifth Edition, he shares the latest techniques and thinking in resume writing for today's job market. Inside you'll find: An easy, step-by-step workbook approach that greatly simplifies resume writing More than 80 great model resumes and cover letters to choose from Proven guidelines for creating and posting online resumes Job-hunting techniques for the information age including listings and descriptions of the 20 best career Web sites for posting your resume The common resume-writing myths and the real facts to guide you Valuable advice for those with special problems unemployed, recently fired, or too many jobs Detailed instructions for preparing the highly popular linear resume format Packed with road-tested tips, easy-to-follow guidelines, and proven expertise, The Resume Kit, Fifth Edition will do for you what it has done for thousands of other job seekers convince employers to pick up the phone and call you. About the Author RICHARD H. BEATTY is President and CEO of Brandywine Consulting Group, a leading executive search and outplacement firm. His bestselling career guides have sold over one million copies and include The Interview Kit, The Five-Minute Interview, 175 High-Impact Cover Letters, 175 High-Impact Resumes, How to Write a Resume if You Didn't Go to College, and The Perfect Cover Letter, all available from Wiley.