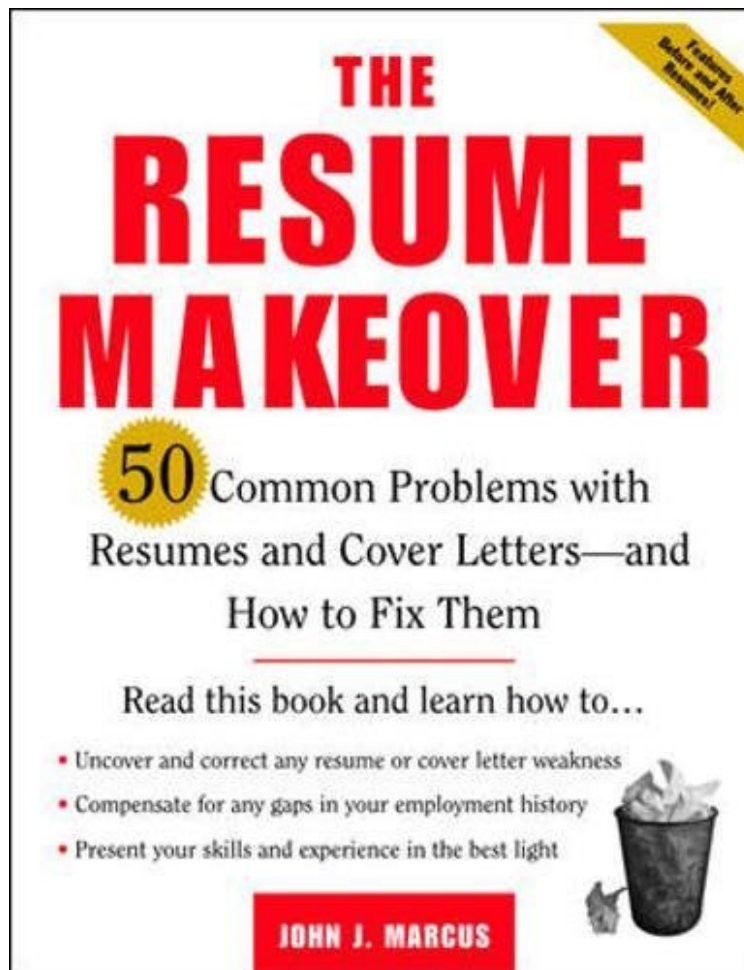


(Free and download) The Resume Makeover: 50 Common Problems With Resumes and Cover Letters - and How to Fix Them

The Resume Makeover: 50 Common Problems With Resumes and Cover Letters - and How to Fix Them

John Marcus

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John Marcus : The Resume Makeover: 50 Common Problems With Resumes and Cover Letters - and How to Fix Them before purchasing it in order to gage whether or not it would be worth my time, and all praised The Resume Makeover: 50 Common Problems With Resumes and Cover Letters - and How to Fix Them:

1 of 1 people found the following review helpful. Not one of the better ones By Customer At first glance, this book looked very helpful. But then I actually followed the book and the resume I ended up with was VERY cluttered. So are most of the examples in the book, which all follow the same look: very little white space, too much information crammed in, overuse of bullets - all leading to a single-spaced, bullet-heavy, text-intensive resume. This book seems to

assume that recruiters and others will take the time to read the whole thing when often the opposite is true. Just a glance at the layout may be enough to put them off instead. I just can't recommend it when there are books like "Resumes That Knock 'Em Dead" by Martin Yate or "The Damn Good Resume" by Yana Parker (which got me good jobs for years). 0 of 0 people found the following review helpful. An excellent resume guide By Frederick Talbott I just reviewed more than two dozen resume books seeking clear guidance in one dynamic and informative package for students launching their first career search adventures. This book is ideal. It's also a great guide for anyone at any stage of their career. Excellent examples and reasoning. Clear, concise, and immediately useful applications. Powerful reminders. All packaged in a compelling format. And framed in a positive, can-do tone. I've taught and trained for more than 25 years and find this book ideal for developing superb resumes. Fred Talbott Vanderbilt University

Clear, quick, effective solutions to the 50 most common resume problems "No matter how much you think you know about writing resumes, you'll learn something new. I'd recommend this book to anyone conducting or anticipating a job search." Laura Lorber, Managing Editor, CareerJournal.com In this solution-oriented guide, bestselling careers author John J. Marcus zeros in on the 50 most common resume writing problems and offers easy-to-perform fixes for each. Among other crucial lessons, readers learn how to identify and deal effectively with job history problems, skill-set deficiencies, poor visual presentation, and formatting problems. A compelling feature that distinguishes The Resume Makeover from all the competition is its unique quick-reference, "Before After" format. Each chapter focuses on one common problem and offers a proven solution, along with before-and-after documents illustrating how a few simple changes can significantly improve a resume. In addition, readers learn: How to write a resume in half the usual time Strategies for changing careers or reentering the workforce Key words and phrases to include How to write high-impact cover letters The five areas in which all recruiters and employers grade resumes, and how to ace each one

From the Back Cover How to make yourself look much better "on paper" While the right resume and cover letter are crucial to getting the kind of job you want, the wrong resume and cover letter will definitely keep you from your dream job. The Resume Makeover's unique problem-solving approach helps you zero in on the critical aspects of these essential job-hunting tools, turning your resume weaknesses into resume strengths. Renowned career coach and resume writer John Marcus identifies 50 common resume problems and shows you how to solve each one. You'll learn how to overcome such problems as gaps in your employment history, frequent job hopping, and deficiencies in your skill set. You'll also discover how to maximize your resume's visual impact and describe your work experience in crisp, powerful language. Marcus shows you how to: Make employers want to read your resume Choose attention-grabbing key words and phrases Deal with sensitive issues such as age, having been fired, and embarrassing former jobs Present yourself as a valuable asset to employers Create a clear and attractive visual presentation Craft high-impact cover letters that instantly hook employers and recruiters Complete with stunning before-and-after examples that demonstrate the tremendous value of a few simple changes, The Resume Makeover is your key to removing employment roadblocks and filling your calendar with interview appointments. About the Author John J. Marcus consults to many Fortune 500 executives and, recently, a United States ambassador. He has written two career books, including The Complete Job Interview Handbook, plus many articles for the Wall Street Journal's career website and former career newspaper, National Business Employment Weekly.