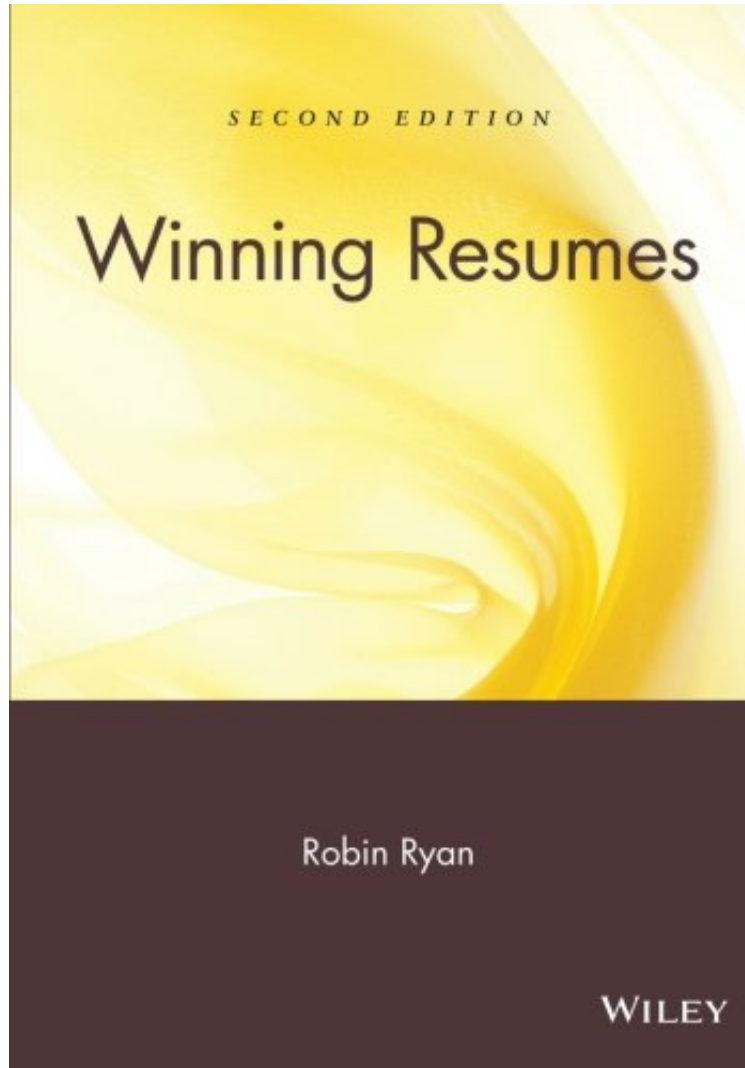


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A new and improved edition of the ultimate resume guide A career coach and syndicated columnist shows how to use her powerful Goldmining technique to create the most effective resume possible. This remarkable technique is a seven-step process that brings out all of the candidate's most marketable skills and accomplishments. This new edition is updated to offer even better career advice from one of the foremost authorities on job search and hiring practices, including all the newest information on the best ways job hunters can use the Internet to their advantage. Includes a list of dozens of mistakes to avoid and ways to make the resume stand out as much as possible. Also featured are tips from human resources personnel and hiring managers on key mistakes applicants make on their resumes.

From the Back Cover"Robin Ryan is one of the nations foremost authorities on what it takes to get a job in todays market." Tampa Tribune **MAKE YOUR RESUME STAND OUT FROM THE CROWD** With the expert advice of Robin Ryan, one of Americas top career coaches, thousands of job hunters have beaten the competition and landed their ideal jobs. Her innovative and simple step-by-step plan incorporates the results of an extensive, nationwide survey of hiring managers and human resources personnel to offer proven, world-class job hunting techniques and strategies. Youll create powerful, attention-grabbing resumes, avoid costly mistakes, and learn to sell yourself and your skills to the employers you want to work for. With Ryans proven and highly effective Goldmining Technique, youll have employers hunting you. This newly updated Second Edition features even more Winning Resumes, examples of what not to do, and new chapters on using the Internet, marketing yourself, and much more: Fatal mistakes to avoid as viewed by human resources professionals who've seen it all World-class resumes that landed interviewsand jobs A new section for top executives in the \$100K+ range Special sections and sample resumes for new college graduates, career changers, members of the military, and those seeking promotions Tips on using electronic media to get your resume in the right hands at the right time "Theres a reason why Robin Ryan is Americas #1 career coach. She knows exactly what it takes to get hired. Follow her formula to create a resume that will definitely land you the job." Mark Tranter, founder, America4Hire "The best test was when I tried Robin Ryans techniques myself and landed a terrific job, which makes it easy to enthusiastically recommend this book for anyone wanting to write a top-notch resume." Sandy Dehan, HR Manager, Fortune 500 company "No one responded to my resume until I used Robin Ryans technique and then ten employers called from the first dozen I sent out. Her coaching helped me land a terrific new job in no time." Bob Cowan, clientAbout the AuthorROBIN RYAN is the bestselling author of 60 Seconds You're Hired!, Winning Cover Letters, and What to Do with the Rest of Your Life. She has appeared on 700 TV and radio shows, including NBC Nightly News and Oprah, as well as in most major magazines and newspapers, including USA Today, The Wall Street Journal, Money, and BusinessWeek. She has also been a Seattle Times career columnist for nearly six years.