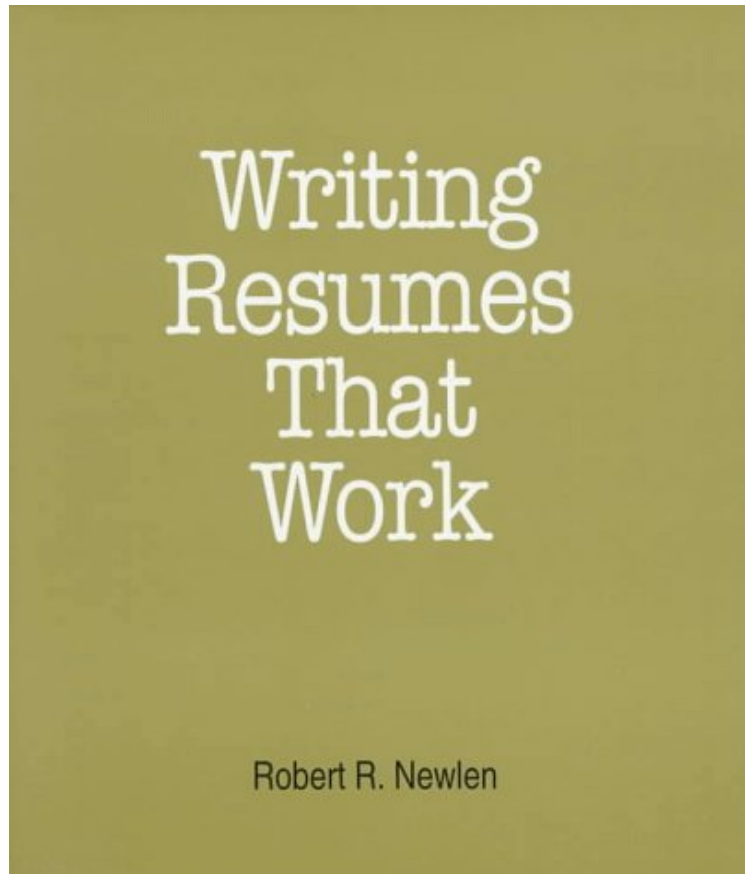


[Mobile book] Writing Resumes That Work (How-To-Do-It Manuals for Librarians)

## Writing Resumes That Work (How-To-Do-It Manuals for Librarians)

*Robert R. Newlen*

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**Robert R. Newlen : Writing Resumes That Work (How-To-Do-It Manuals for Librarians)** before purchasing it in order to gage whether or not it would be worth my time, and all praised Writing Resumes That Work (How-To-Do-It Manuals for Librarians):

6 of 6 people found the following review helpful. A rare and wonderful resourceBy LibraryLadyNewlen's book is the kind of discovery that will make a job-seeker shout "Eureka!" It was written a few years ago but remains relevant today. I can't begin to describe how eye-opening it was for me. Ever wondered what others write on their resumes, what employers and interviewers are looking for? Newlen features this in the book, with actual examples of resumes that stand out and succeed. You begin to see the process from the standpoint of the employers and understand what they have in mind when selecting among a pool of candidates, the kind of thing that will give you that much of an edge.Newlen also dives into the details of good writing, noting the basic qualities of composition that not only conform to standards but register with a reader at a psychological level, helping her or him to remember it better. There's information on how best to leverage your training and work experience to date, specialties, formatting-- it's all

in here. This would be useful to someone even outside of the librarian field! You'll find this very helpful. 10 of 10 people found the following review helpful. An amazing business-resume book for everyone By A Customer Newlen has created an amazing tool and not just for librarians. His approach is practical and demonstrates how to combine experience with the "dream job". This what resume books should be about today and this one over-delivers. After a clear review of real resumes, Newlen assessed what uniquely connects your skills, interests and strengths to the job you want! Essential hints with added bonuses of computer usage, cover letters and an extensive appendix of action verbs, makes this book a much needed business tool for everyone looking to have a resume worth sharing in today's marketplace 6 of 7 people found the following review helpful. Practical, easy-to-read guide By P. Shontz This practical, easy-to-read resume guide is a great tool for anyone looking for a job in the library field, or for those updating a resume for promotions, reviews or other purposes. The examples of various types of resumes are extremely helpful. This book makes a great gift for a library school grad!

This manual guides library and information professionals through each step of creating a resume that describes their personal histories (including accounting for periods of unemployment), defines their job objective, connects their skills and experiences with that objective, and helps them reach their goals. Dozens of real resumes from all types of librarians (academic, public, school, special etc) are provided as models for librarians in nearly every specialty. Versions for library school students and for those moving to non-traditional library jobs are also included. A final checklist to make sure everything is in order, an appendix of action verbs, chapters on using computers to create resumes, keeping your resume sharp, and cover letters - plus a foreword by Maureen Sullivan - are further additions to this guide.

From Library Journal Newlen, ALA Executive Board and management specialist at the Library of Congress Congressional Research Service, offers a practical approach to preparing resumes, guiding readers through the difficult process of answering key questions that must be addressed in any resume. Twenty-eight sample resumes are all explained and specifically tailored to diverse library settings, including academic, public, law school, and special libraries, as well as to different interests of library school students, recent library school graduates, experienced librarians, and librarians moving into nontraditional jobs. The advice here is solid, including the present view on not putting personal information in a resume, keeping a resume up-to-date, using software to build and update the file, as well as a short section on cover letters. In addition, computer template file versions of the book samples are available from the publisher (\$20 for the disk alone, \$55 for combined book and disk). This is an excellent job-search tool directly related to the special needs of librarians. Dale F. Farris, Groves, TX Copyright 1998 Reed Business Information, Inc. "A welcome addition...clear and specific." -- Information Outlook "An excellent job-search tool directly related to the special needs of librarians." -- Library Journal "An invaluable, specific indicator on how to produce winning resumes tailored to industry needs." -- Bookwatch