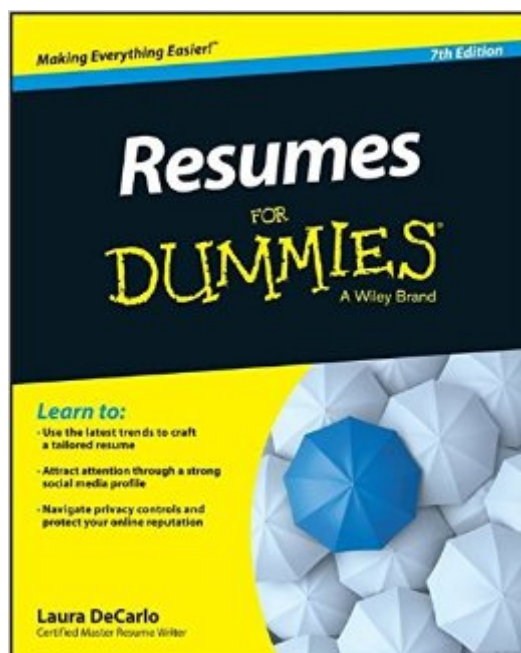# The book was found

Resumes For Dummies

Synopsis

Master the art of resume writing and boost your chances of getting hired With unemployment rates still running high, getting an edge up on the competition in your fieldâ ”whatever it may beâ ”can be an intimidating and exhausting undertaking. Luckily, Resumes For Dummies is here to serve as your life raft as you navigate the murky waters of a modern-day job search. Inside, you'll find expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams. There's nothing easy and breezy about looking for a new jobâ ”whether you currently have one or not. But rather than succumbing to the panic that might convince you to hide under the covers, Resumes For Dummies arms you with the confidence you need to write a resume that will have prospective employers knocking your at your door. Includes tips on avoiding common resume-writing mistakes Provides updates on the latest changes in the job market that you'll need to take into account when writing a resume Outlines how to approach a lay-off in a professional light Covers how to confront privacy and reputation issues in online social job search Whether you're a recent graduate, second-timer looking for your next job, prime-timer who hasn't job-searched in decades, or the unfortunate victim of a lay-off, Resumes For Dummies takes the fear out of putting your skills on paper and sets you on the path to getting your foot in the doorâ ”and landing the job of your dreams.

Book Information

Series: For Dummies

Paperback: 360 pages

Publisher: For Dummies; 7 edition (August 3, 2015)

Language: English

ISBN-10: 1118982606

ISBN-13: 978-1118982600

Product Dimensions: 7.4 x 0.7 x 9.3 inches

Shipping Weight: 1 pounds (View shipping rates and policies)

Average Customer Review: 4.8 out of 5 starsÂ Â See all reviewsÂ (24 customer reviews)

Best Sellers Rank: #88,602 in Books (See Top 100 in Books)   #31 inÂ Books > Business & Money > Job Hunting & Careers > Resumes   #24878 inÂ Books > Reference

Customer Reviews

"Resumes For Dummies" by Laura DeCarlo is a solid guide for developing a resume.Every so often, a new resume book comes around. Too often, they are filled with templates you should avoid.

"Resumes For Dummies" offers so much more. There are strategies, methods and a full range of templates.Why a new book? Technology has changed, for one thing. Related to that is that jobs themselves have changed. Many of us work for ourselves in a consulting role, for example. Do we list ourselves as CEO or as a manager if we are the only employee?There are three big questions when developing a resume. One is what should be said and how it should be worded. Two is how should that content be structured (ex: should education be listed at the top of bottom). And third is the format.The most important thing ultimately is the content. Everything else is how we shape it. DeCarlo gets that, and devotes most of the book detailing this. She helps you screen out the resume foolishness so many of us have. Which words will help your resume be found on LinkedIn and elsewhere? How should you approach a resume if you've been in a job for a long time?You get the idea. If you are struggling to put together an intelligent resume, buy this book.Anthony Trendlanthonytrendl.com

Laura sent me a copy of her recently revised edition of Resumes For Dummies. As a LinkedIn guy, I have a hard time even reading a resume, let alone writing one!But her revised version of this classic career book really opened the doors for me. With serious attention devoted to the modern job search, like getting past Applicant Tracking Systems and the 10-second scan (on screen not on paper any more!) she brings new light to this essential career tool.The best part of the book are the WOW words and resume samples. I learn best from examples and rather than drowning in theory, this book actually gives me words I can use to get unstuck in my writing, and sample resumes to get me started.If you're not about to hire a professional resume writer, this would be the book I'd recommend you study for your DIY project.

If you are looking for a job, this is a must-have reference book for your job search and how to write resumes. Completely rewritten by Laura DeCarlo (with contributions from the previous author Jane Lain Kennedy) - Laura has sought out contributions from top folks in the industry, many award-winning resume writers, to contribute their samples, along with the latest content and intelligence for a successful job search campaign.Read through the book to figure out how to write resumes, while keeping up with the latest technological developments. Highly recommended.

Resumes for Dummies is an excellent up to date book about resume writing and other aspects of the 21st century job search. Your public library is full of books on resumes that are out of date. Things have changed, between the advent of social media and the shift away from the

one-size-fits-all chronological tombstone resume. This book is fully up to date, and written by a true resume expert.Areas covered include how to handle social media and job boards, keeping yourself from being passed up because too many sources forward your info to a job opening, best formats for different situations, setting up your plain text resume, choosing the best words to represent your experience, targeting your resume for different jobs, and so on. There are sample layouts and, most welcome, sample resumes for different situations from job changing through being fired, through a series of progressive jobs with a single employer, and of course, the new worker with essentially no experience. An area where the book really shines is in finding ways to present summary information to make you stand out.Little or no wasting time on the obvious, lots of fresh valuable information and advice, and SAMPLES. An excellent resource.

There is lots of strategies on writing good resumes in the book. It is written in easy to understand language, and has a lot of advice. There is a lot of discussion on what to say in your resume, and what is better to be left out, and what to do in particularly difficult situations like looking for work after layoffs, after long work in the same place, after sickness and even after being in prison (hope we will not need this advice!) and many more. There is a huge section with examples of resumes that highlight the previous advice. Some of it is quite obvious, but it is nice to have everything in one place.Overall, it is great resource for writing resumes.

As an Ohio-based Career Coach / CEO and former executive recruiter, I fully understand the priority need for a strong resume. Repeatedly we have witnessed job seekers lose opportunities which after years of hard work. Nothing is more tragic. Many of us who have dedicated our lives to enabling job seekers to secure strong offers realize that not all have the resources to hire a professional writer. Laura DeCarlo's Resumes for Dummies saves the day for this large population. DeCarlo teaches the importance of strategy, message delivery and visual presentation. Amazingly in 2016, even the executive community is unaware of what to do to be distinctive and how to appropriately deliver the facts.Decarlo's Resume for Dummies came just in time to help job seekers out-complete in the most competitive market we've seen in four decades.

Resumes For Dummies PowerPoint 2016 For Dummies (Powerpoint for Dummies) Outlook 2016 For Dummies (Outlook for Dummies) Office 2016 For Seniors For Dummies (For Dummies (Computer/Tech)) Access 2016 For Dummies (Access for Dummies) Canon EOS Rebel T6i / 750D For Dummies (For Dummies (Computer/Tech)) Tableau For Dummies (For Dummies

(Computer/Tech)) JavaScript For Kids For Dummies (For Dummies (Computers)) Office 2016 All-In-One For Dummies (Office All-in-One for Dummies) Ukulele For Dummies Violin For Dummies, Book + Online Video & Audio Instruction Nikon D5500 For Dummies Modding Minecraft: Build Your Own Minecraft Mods! (Dummies Junior) Raspberry Pi For Kids For Dummies Scratch For Kids For Dummies Data Science For Dummies Minecraft For Dummies Minecraft Modding For Kids For Dummies Swift For Dummies Excel Macros For Dummies

[Dmca](#)