



Strategic Resumes: Writing for Results (Series: A Viva Crisp Fifty-Minute Book)

By Marci Mahoney

Viva Books, 2004. Softcover. Book Condition: New. First edition. When you are job seeking, your resume is the single most important tool you have. It makes sense that considerable thought and effort should go into making it a document that will accurately represent you and stand out above the rest. In a resume, you have a limited amount of space - two pages at most - to present yourself in the best possible light to a perspective employer. Luckily, your resume is something that you have total control over. The best resume is more that just information; it is a highly individualized statement of your work interests and related assets. STRATEGIC RESUME leads you through an easy eight-step process for producing a powerful resume. From defining your objective to the final quality check, you will learn how to assess your marketability, how to design an eye-catching format, how often you should update your resume, and how to structure your job search as carefully as you structure your resume. Printed Pages: 164.



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