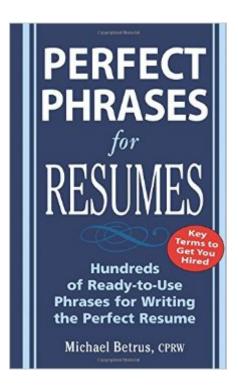
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Perfect Phrases For Resumes (Perfect Phrases Series)





Synopsis

Your resume may be your most important job-hunting tool, getting you in the door for an interview where you can really sell yourself. Building on the success of the Perfect Phrases series, Perfect Phrases for Resumes provides job hunters with the tools they need to craft winning, expertly worded resumes. The quick-reference format gives resume writers easy access to the exact phrases they need to best describe their experience and skills. This book focuses on the core of a successful resume - the phrases you use to convey your expertise to the reader. By doing away with the sample resume format, Perfect Phrases for Resumes can focus on the most important guidance resume writers need, presenting the most effective, eye-catching wording. You won't have to read through dozens of sample resumes in the hopes of finding wording that applies to you;

Book Information

Series: Perfect Phrases Series Paperback: 208 pages Publisher: McGraw-Hill Education; 1 edition (July 19, 2005) Language: English ISBN-10: 0071454055 ISBN-13: 978-0071454056 Product Dimensions: 5 x 0.5 x 8 inches Shipping Weight: 6.4 ounces (View shipping rates and policies) Average Customer Review: 4.2 out of 5 stars Â See all reviews (4 customer reviews) Best Sellers Rank: #648,123 in Books (See Top 100 in Books) #216 in Books > Business & Money > Job Hunting & Careers > Resumes #2319 in Books > Business & Money > Human Resources > Human Resources & Personnel Management #156996 in Books > Reference

Customer Reviews

The author gives you plenty of words and phrases to update your resume with. I found myself touching up my resume several times after I read the book. Worth reading, if your resume need a remake.

I have read many resume books. This is one of the better ones when it comes to helping you phrase your resume. I am a Career Counselor, so trust me - I've got the experience and have read plenty of these type of books. However, maybe not as helpful for upper level jobs, but then again, by the time you are there I hope you will already have a fantastic resume.

Great book to use to find the up-to-date phrasing for resumes so if you are an older person returning to the workforce you don't sound too outdated.

The copy I got has missing pages, so I have no idea what information I am missing. The seller was easy to work with.

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