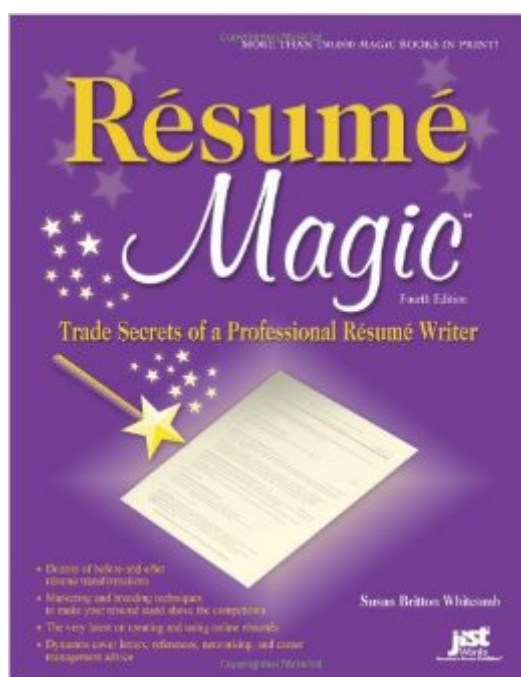


The book was found

Resume Magic, 4th Ed: Trade Secrets Of A Professional Resume Writer (Resume Magic: Trade Secrets Of A Professional Resume Writer)



Synopsis

Resume Magic is a giant compendium of advice and before-and-after resume transformations explains resume creation and illustrates professional techniques with actual examples that show why the techniques work.

Book Information

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Customer Reviews

I started a job hunt recently, and hadn't written a resume in the last 6 years or so. I had a good idea of how I wanted to present and market myself, but I didn't have all of the fine details filled in. This book is extensive, but well labeled. Start reading at the beginning, and every subject points you to the chapter with more information on that subject. Kind of like hyperlinks. That way you can look through at the major headings and pick and choose what you don't already know. I took a prioritized approach, because I was in a little bit of a hurry. I took the resume section, picked a format based on my experience, then wrote a draft. From there, I went back and picked through the writing sections to make sure that I was on the right track. If you've read the examples, and the "before and after" sections, you'll probably have a good idea already what the big picture is. From then I went on to the section on cover letters and online job searching. There are sections on virtually every subject of resume and cover letter writing, gathering references, job searching and interview preparation. Everything that you really need to get started, or just touch up on what you already know is well organized and labeled so that you can use it immediately. It's just what I was looking for, so that I wouldn't have to waste time reading the "full story" on each subject. After following the advice in this

book and sending out about 20 copies of my resume online, I had about 10 replies in the first week, and about 6 requests for interviews already.

I said, "How can resume-writing be this complicated?" before carrying this 600-page 8.5" x 11" book home. Susan Whitcomb did a good job of compiling tips and advice and presenting them at the right time. There are tips on left vs. right justification, including personal information, and picking fonts, and long discussions on CVs vs. resumes, on functional vs. chronological, on printed vs. scannable vs. ASCII, and on grammar and mechanics. She's obviously a great copywriter and page designer. Because, indeed, a resume now must look good enough so it will be read. One chapter did nothing but help you choose which sections and section titles fit your situation. I found that weird, until I began the next chapter, which read, "Even experienced writers can feel some fear and trepidation when facing the start of a new project. You already have a good outline in which to work (chapter 4), which puts you beyond the 'blank sheet of paper' stage." Inside the "tweaking" section, she even gives the keystrokes you'll use for both Microsoft Word and Corel WordPerfect. You'll also find 250 "impact-mining questions" to ask yourself to come up with powerful accomplishment statements. Is that a lot? Well, no, but it gives you a good start! When you expect a resume-writing book to have a list of action verbs, Susan diligently wrote an impressive example for each verb. I do not agree with her treatment of ASCII resumes, though. Of course, her discussion on online promotion and online resume submittal has grown stale; her ideas on "keyword resumes" is as outdated as advice on META TAGS on web pages. Bulky... comprehensive... a great workbook.

If you are looking for a resume writing book or a new job, your search is over with this book. This book is a total solution to your job hunting. The book is not just about the "mechanics" or "how" to write your resume, but also about the "contents" or "what" to write in your resume. Many resume writing books cover "how" to write a resume, but they don't usually spend enough pages on helping you with the contents. With this book, you will collect or recall more accomplishments than you could possibly put on your resume... I bought the book to help me write my resume for application to an Ivy League graduate school and to transition from IS/IT to a business development position. The direction in the book helped me to develop strong content AND an attractive format. Witness the "magic" of transformation of the "before" resumes into "after" yourself! Your resume will be transformed, too with "Resume Magic"!

Susan Britton Whitcomb's book, RESUME MAGIC, provides detailed instructions on the art and

craft of resume writing. As a professional resume writer myself (who has read and reviewed dozens of resume books), I was impressed with the depth of Susan's material. Most resume books do not provide any real "meat" but RESUME MAGIC breaks the mold. It's not just a resume book -- it's a complete instruction manual by a writer who knows her subject inside and out. Pat Kendall, Nationally Certified Resume Writer

This 596-page book is an excellent buy for the jobseeker and serious-minded resume writer. I own several resume-writing "how-to" books. RESUME MAGIC, by far, is my favorite...the one I reach for most often...my bible. Susan Britton Whitcomb teaches the reader how to catalog their background, write great copy, choose a flattering format, and design a visually artistic resume. She leaves no how-to stone unturned: JIST cards, reference lists, action verbs, sample phrases, electronic resumes, cover letters, you name it! [It's] a small price to pay considering the hundreds of samples, suggestions, and strategies Susan offers. Money well-spent indeed! Kerry

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