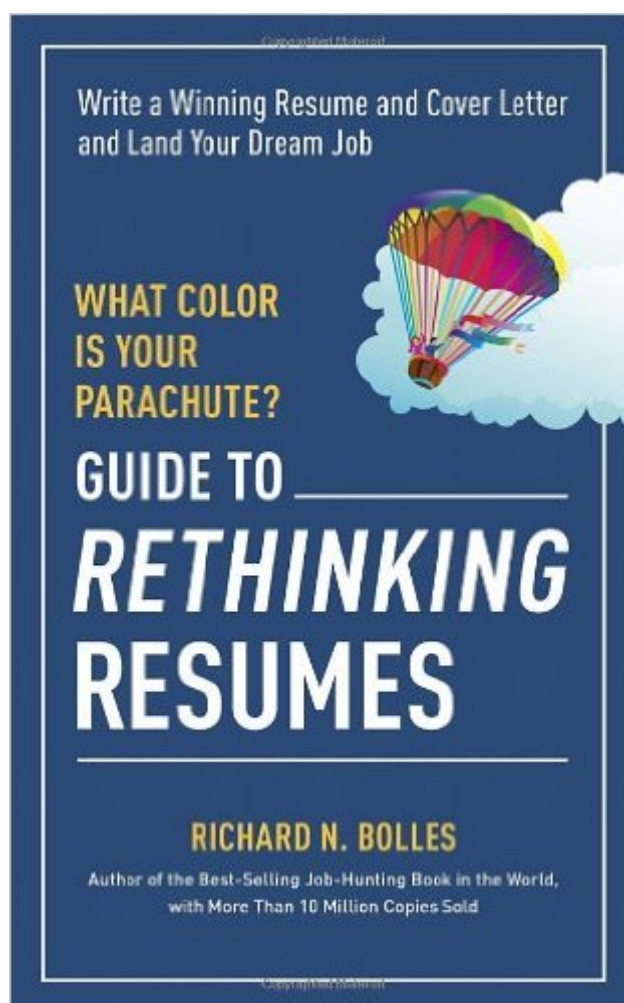


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# What Color Is Your Parachute? Guide To Rethinking Resumes: Write A Winning Resume And Cover Letter And Land Your Dream Interview



## Synopsis

The first resume book from the "What Color Is Your Parachute?" career guru Richard Bolles. Resumes get an average of eight seconds of attention before going in the trash—or getting on the shortlist. That's just one of the findings reported here, as legendary career expert Richard N. Bolles presents new research about resumes in a guide that summarizes everything job-hunters and career-changers need to know about this essential tool. This timely resource features the latest research on important resume topics such as key words, soft skills, scanning software, social media, and online posting. Bolles argues that on the basis of what we now know, we need to rethink what a resume is and how it should be written. He details the words that must be avoided, and the words that must be used, on a resume that wins you interviews. This slim volume distills a huge amount of information down to its very essence. Armed with tips and shortcuts based on the author's decades of experience, you can craft a resume and cover letter that will stand out to your dream employers and increase your chances of getting interviews and landing jobs.

## Book Information

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## Customer Reviews

If you haven't written a resume, or updated yours for awhile, this little book offers the latest research on resumes. Some of the helpful information included in this book: \* what words or phrases are passe and you should NOT use in your resume: team-player, driven, exceeded expectations,

references furnished upon request, quick learner, self-starter etc.\* what employers WANT to read in a resume\* you actually have two resumes - the one you write and the culmination of your online presence and how to clean that one up if needed\* how to find and use key words for a targeted resume\* where to send or post your resume\* what to do about scannable resumes\* in-house referrals - a new site\* niche jobs sites\* a sample of a resume Mr. Bolles likes\* perspective on cover letters

Found this slim and easy-to-read book full of invaluable information on resumes. I think it would be helpful for most job-seekers and those in the career development field. I bought a copy for my brother who asked about resumes.

As a young professional looking to break into the education scene, I am more than comfortable in stating that I have spent an exorbitant amount of time drafting cover letters and resumes. Regardless of how much time I feel that I have spent attempting to polish my professional potential on paper, Richard N. Bolles took something that I thought I knew quite a bit about, my professional image, and overturned my entire understanding of how best to go about presenting myself to potential employers. Bolles covers everything from trending vocab terms that we should aim to incorporate (or not in some cases) in our self presentation, to buffering out our digital presence online via social media. *What Color is Your Parachute? Guide to Rethinking Resumes* is a phenomenal read for professionals in all stages of their careers, whether they are just getting into the game like myself, or a tenured veteran.

This book was a quick read, but packed with useful tips and links. I reviewed thousands of resumes and (fewer) cover letters in the past as an internship coordinator and hired over 500 students but I still benefitted from this book. If it's been several years since you've updated your resume, don't assume it just needs a few updates. Take a fresh look through the eyes of a potential employer and start from scratch!

This is a really good book especially for those of us who are entering the job market after a long-term at previous job. Amazing what is brought forth about profile on LinkedIn. I didn't even realize the information I was leaving out in my profile.

Good book for either writing your resume the first time or rewriting it for the second time. good investment of my time and money

This book is not as helpful as *What Color is my Parachute* which is one of the best. It basically has one big point about how the job search process is changing due to the internet.

some of the things don't seem like you're selling yourself, but rather conning the recipient.

This book is full of valuable facts and pointers on how to construct a resume and cover letter. Unfortunately, the author does not include a resume template but he does point you in the right direction to find some online. The value in this book is found in the many tips the author shares about the employers point of view and how to construct a resume/cover letter to help appeal to their view points. Furthermore, I was able to read this entire book and take notes in less than two and a half hours. As a result, I can now edit my resume/cover letter with greater confidence. I would suggest this book to anyone who wants to edit and have a better all-around understanding of the significance of the resume/cover letter.

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