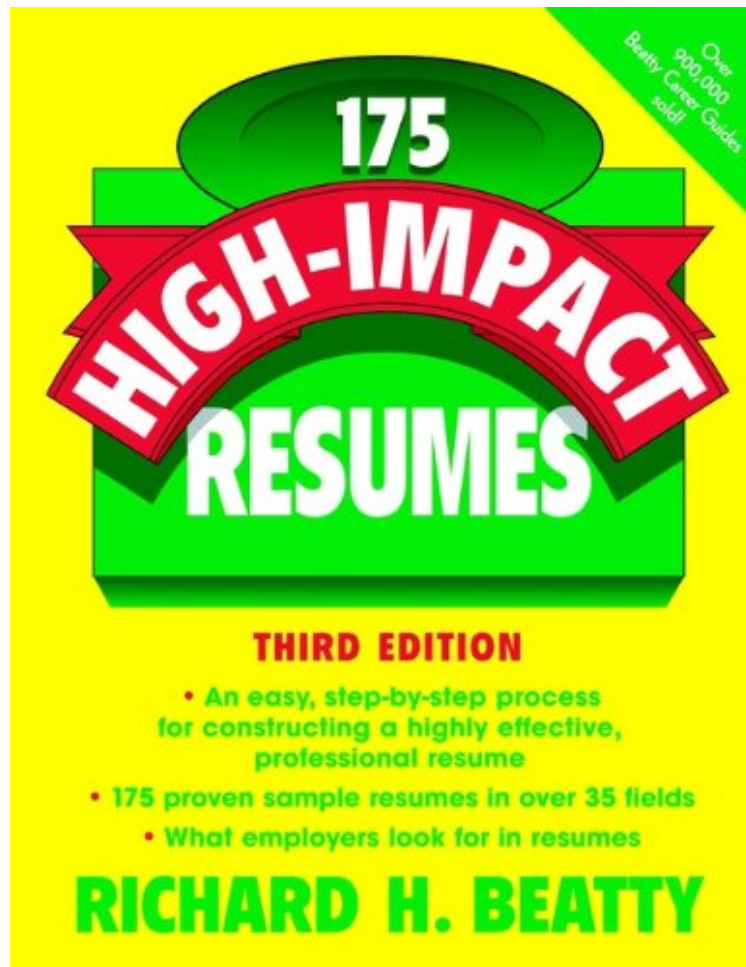


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175 High-Impact Resumes

Richard H. Beatty

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Richard H. Beatty : 175 High-Impact Resumes before purchasing it in order to gauge whether or not it would be worth my time, and all praised 175 High-Impact Resumes:

0 of 3 people found the following review helpful. The Reader (Previous Reviewer) Didn't Read!By Richard H. BeattyUnfortunately, the previous book review gave a bad rap to a really good book containing proven resume advice that has significantly benefited thousands of job seekers (who have gone through our company's outplacement program) in finding new and exciting job opportunities.Also, unfortunately, the previous reviewer didn't read!On page 16 of the book, it clearly states that the the ideal resume FORMAT shown in Chapter 1 is "STRONGLY RECOMMENDED AS THE MODEL FOR TAILORING YOUR OWN RESUME", and that the 175 resume samples that follow were carefully chosen (FROM OVER 25,000 RESUMES)for their CONTENT (not format).Further, you need to know that the EXACT ADVICE provided in this book has been followed by thousands of outplaced employees going through our company's career transition programs (from such client companies as Procter Gamble, DuPont, PepsiCO, Kimberly-Clark, Washington Mutual, Scott Paper, US Department of Defense, and numerous

others)with enourmose success. Numerous persons, to whom we have provided help, have commented that the resume format recommended by us (and contained in Chapter 1 of this book)played a significant role in helping them getjob interviews as well as job offers. Employers have frequently complimented our clients about the quality and effectiveness of their resumes, and they have enthusiastically shared this information with us after returning from their job interviews..I would be willing to bet my next John Wiley royalty check that if the reader (i.e., previous reviewer) followed the recommended format and content strongly recommended in Chapter 1, that his resume played a major role in the success of his job hunting campaign.I should also mention, that as the book's author, I am one of the leading US Career Authors (12 books, 6 best sellers - nearly 1 million copies sold)and have over 30 years employment-related background including a leading Fortune 200 corporation and an international executive search firm. I have read an estimated 150,000 resumes during my career, so I hopefully have the first-hand professional experience and advice that you can count on when preparing a strong resume that will serve you well!Please read Chapter 1 of this book carefully! It will, I am sure, be of tremendous help in preparation of a highy effective resume that will serve you well in your job search!Good luck, and my best for a successful career!Richard H. BeattyAuthor, 175 High-Impact Resumes3 of 4 people found the following review helpful. create a first class resumeBy Richard HavilandI have used Richard Beatty's books on job search, resumes, cover letters and interview methods for over 10 years. In my role as a career coach and counselor I have seen, first hand, the effectiveness of his methods and the self-confidence they create for the person seeking a new job.More than once, I have had prospective employers tell my clients that the quality of the cover letter grabbed their attention, that the resume created an interest in interviewing the candidate and the interview skills face to face sold them on the person's abilities.....all using Mr. Beatty's experience reflected in his books.His techniques and formats work!!!!6 of 10 people found the following review helpful. Author did not think.By Thomas E. AlbertsThe author states that a resume without an objective is at a "great competetive disadvantage". But upon random sampling of the 175 sample resumes, only 28% have objectives. Therefore, I conclude that based on the recommendations of the author, 72% of the sample resumes are at a "great competetive disadvantage". If you want clear but expensive advice on how to build a resume, this book is OK. If you want to browse samples resumes, you really need to go somewhere else.

The ingenious guide to making your resume stand out from the crowd . . . 175 High-Impact Resumes, Third Edition provides the tools, tips, and examples you need to build a professional resume that packs a punch. It guides you step by step through the process of constructing your resume and highlighting key components while giving you a clear understanding of the design, content, and overall performance of each part. You'll learn how and when to use a variety of resume formats, including chronological, functional, linear, and others. With 175 hand-picked, successful resumes of both experienced job seekers and recent college grads, there's definitely a resume here that suits your needs. Almost all the resumes in this new Third Edition have been revised and updated to reflect the current thinking and terminology of the employment profession. And there's more: A new chapter that provides a practical checklist of the "do's" and "don'ts" of resume writing Guidelines for preparing a professional electronic resume Results of an authoritative survey of employment professionals that highlight what employers look for in resumes Resumes across a wide array of occupational areas, including administration, finance, accounting, human resources, public relations, law, marketing, sales, technical services, engineering, education, retail, and many more By following the guidelines and model resumes in this invaluable book, you can automatically build a highly effective professional resume with wallop. Regardless of your level of experience and no matter what industry you're in, 175 High-Impact Resumes, Third Edition will help you get the big interview and land that knockout job.

From the Back CoverStacking the employment deck in your favor with 175 High-Impact Resumes Despite low unemployment, today's job market is as competitive as ever, which means you can't afford to have a run-of-the-mill resume that will get lost in the shuffle. With this invaluable guide, you'll learn to write a resume that stands out from the crowd-and gets you that all-important interview. Now completely revised and expanded, 175 High-Impact Resumes takes you step-by-step through the process of constructing a tailor-made resume, highlighting key components and giving you a clear understanding of the design, content, and overall importance of each part. By following the instructions and model resumes in this invaluable book, you are virtually guaranteed a professional-looking, highly effective resume-and a tremendous advantage in your job-hunting campaign. Also now included is new information on preparing electronic resumes for posting on the Internet. Here's where you'll find: * Modern, up-to-date resume formats * The new electronic, computer scannable resume format * 175 hand-picked, successful resumes representing both experienced job-seekers and recent college graduates * Samples covering 35 different fields, including finance, accounting, administration, public relations, law, marketing, sales, engineering, education,retail,and many more Packed with tips and advice from a leading employment authority, 175 High-Impact Resumes is the key to gaining an advantage in your job-hunting campaign.About the AuthorRICHARD H. BEATTY is President of Brandywine Consulting Group and the bestselling author of twelve highly successful career books, including 175 High-Impact Cover Letters; The Resume Kit, Third Edition; The New Complete Job Search; and The Perfect Cover

Letter, all published by Wiley.