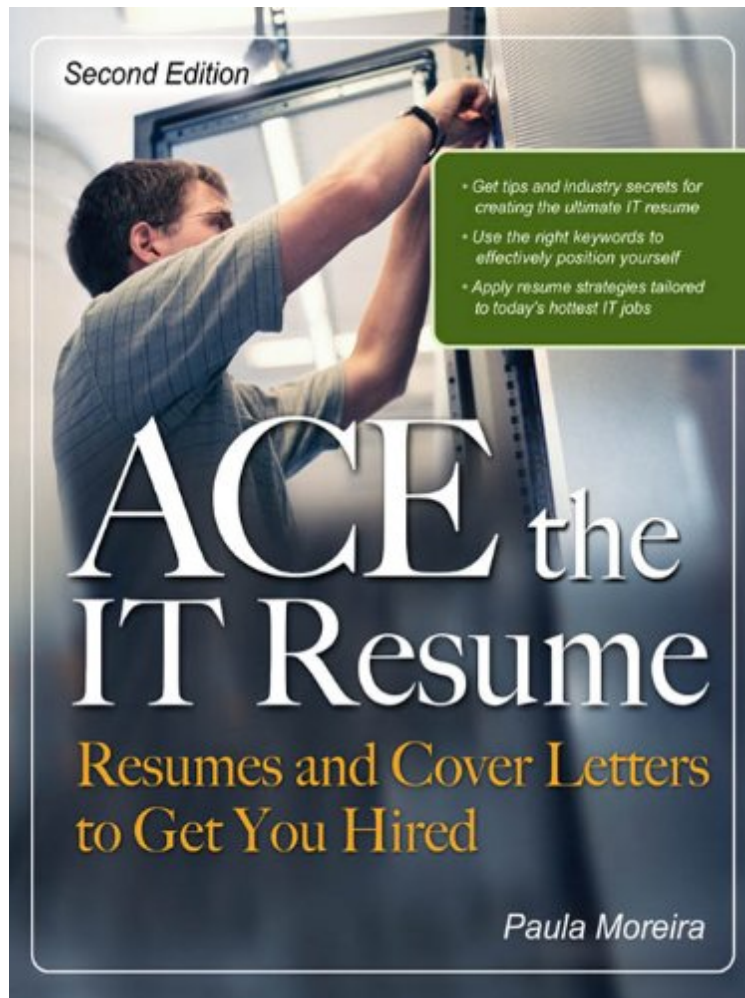


(Online library) ACE the IT Resume: Resumes and Cover Letters to Get You Hired

ACE the IT Resume: Resumes and Cover Letters to Get You Hired

Paula Moreira

*ebooks | Download PDF | *ePub | DOC | audiobook*



DOWNLOAD



+

READ ONLINE

#813185 in eBooks 2007-07-13 2007-07-13 File Name: B00104ZFYV | File size: 44.Mb

Paula Moreira : ACE the IT Resume: Resumes and Cover Letters to Get You Hired before purchasing it in order to gauge whether or not it would be worth my time, and all praised ACE the IT Resume: Resumes and Cover Letters to Get You Hired:

1 of 1 people found the following review helpful. Quality IT resume writing tips By Jaewoo Kim The IT resume should have a different structure than most resumes, especially those who are seeking technical IT positions. This book provides a good guidance on how an effective IT resume should look like. For example, technical IT resumes should highlight the skills section and have it visible upfront. Given most resumes have few seconds to make a positive impression, such small changes to the resume can be crucial. The author also addresses the cover letters. Negatives: The resume and cover letter examples provided in this book were good, but not quite excellent. Too many of the examples were full of filler-words with little substance. Much of author's resume examples ignore author's own resume suggestions such as highlighting skills AND accomplishments (not just description of one did). The author also doesn't

quite get into developing the professional brand. Resume is a marketing tool, and one should 1) create a positive professional brand and have the resume 2) consistently advocate that professional brand as much as possible. Overall, I think this would be a worthwhile book. But I also think it is lacking some pieces that would make it great. 0 of 0 people found the following review helpful. It has helped me to adjust my Resume toward several different applications and i am happy to say that i have been hired. By Redrum Redrum I purchased this book alongside "Ace the IT Interview" so i could land the job i have been trying to apply for. It has helped me to adjust my Resume toward several different applications and i am happy to say that i have been hired! The book goes into tremendous detail as to what words are acceptable and what sections go best with certain jobs. In the end i cannot recommend this book more highly. My only gripe is that it seems a tad bit short in some areas. 0 of 0 people found the following review helpful. Good Info. By C. A. Jones. Creating a resume for the IT industry is different from other industries. This book starts with that premise and provides good solid information. Worth the price.

Create a first-rate resume that will get you hired in IT. Stand out in a crowd of IT job applicants by creating and submitting a winning resume and cover letter with help from this practical guide. Fully revised and updated for the latest trends, technologies, and in-demand jobs, *Ace the IT Resume, Second Edition* reveals how to best showcase your IT skills and experience. You'll get tips for adapting your resume for different formats, using the right keywords, and getting your resume in the hands of the hiring manager. With an encyclopedia of sample resumes, job descriptions, and resume strategies, this is your must-have guide to landing a great IT job. Present your skills, experience, and education in the most effective format.

From the Back Cover: Create a winning IT resume and get the job you want. Want to land the IT job of your dreams? Learn how to stand out as an IT applicant with this highly useful and practical guide for creating and submitting resumes--including a full chapter devoted to writing an effective cover letter. Discover inside tips for gaining access to the actual hiring manager and learn how to pick the right keywords to make the most of your experience and training. See examples of different resume layouts and writing styles, and find out how to best organize your work experience, skills, and educational history to make sure that your resume displays all your key accomplishments most effectively. Filled with tips and secrets that let you get inside the mind of today's IT hiring manager, this is the ultimate high-tech resume resource. Customize your resume based on the technology job you are seeking. Get tips for formatting and submitting resumes and cover letters electronically. Know the hot topics and key words IT managers look for. Learn what to include and what to leave out of your resume. Organize and present your experience to best position yourself. Avoid common IT resume mistakes and analyze your resume for errors. Find IT jobs on the Internet and discover ways to get your resume viewed more often when posting online. Network with IT professionals--even if you don't know anyone in the industry. Follow the sample IT resumes and cover letters as proven examples. About the Author: Paula Moreira (Orange County, CA) is the VP of eLearning for New Horizons Computer Learning Centers, the largest IT training organization in the world, which trains over 2 million individuals per year. She is also the Career Tech editor for Certification Magazine. Robyn Thorpe (Orange County, CA) is a seasoned writer who has spent the last two years focused on career issues of IT professionals. She has interviewed numerous IT managers who have provided her with unique insight into IT management.