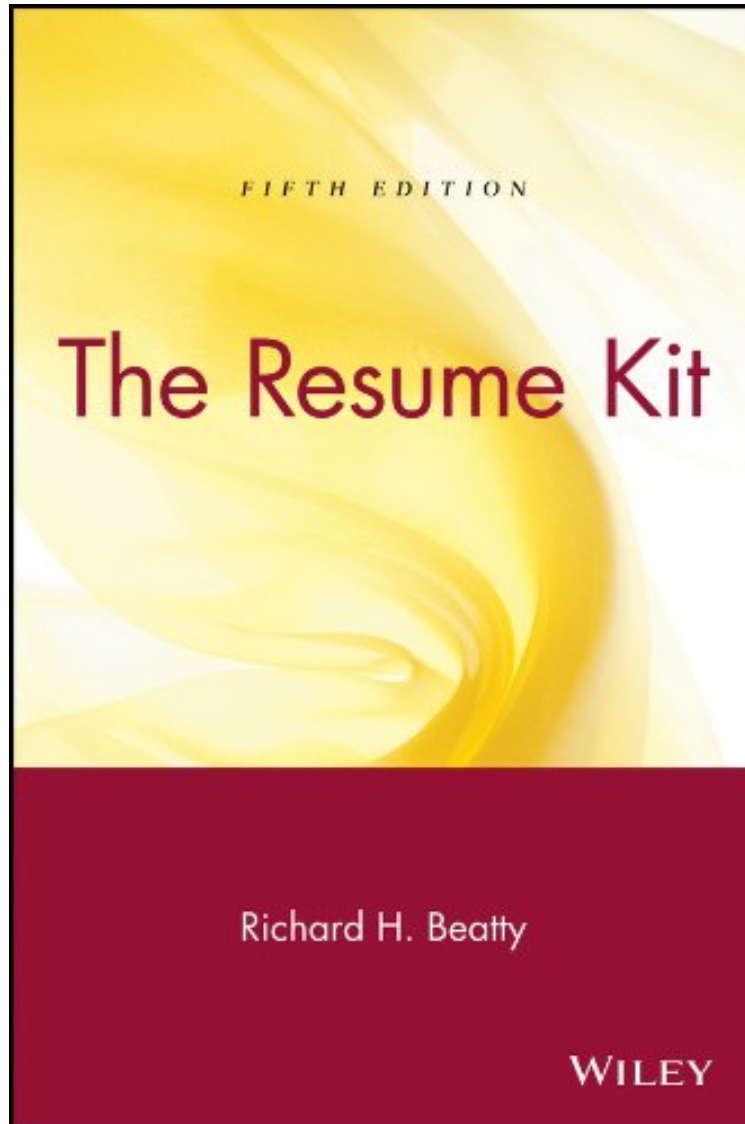


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## The Resume Kit

*Richard H. Beatty*

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**Richard H. Beatty : The Resume Kit** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Resume Kit:

0 of 0 people found the following review helpful. Five StarsBy LAJIBAMGreat!3 of 3 people found the following review helpful. Solid and logicalBy Pumpkin KingTHE RESUME KIT is a great book that covers its topics in a very straightforward and conservative way. It contains everything you need to know, with a short section on cover letters, and doesn't include risky suggestions. Rather, he explains the risks of certain strategies, and why some strategies seem like good ideas, but aren't. There are many great sample resumes and it's really just a very comprehensive and useful book.

The Resume Kit gives job seekers a leg up in the race for their dream jobs. In this new edition, Beatty shows how to create a winning resume to land any job in the new economy. With over eighty updated and revised sample resumes and cover letters, as well as a new chapter debunking common resume myths, the Fifth Edition of Beatty's bestselling resume guide is better, and more comprehensive, than ever. It offers the best advice on using the Internet to cast a wider net, updated listings on executive search firms, and detailed advice on using every resume format. The expert advice, clear guidance, and all the essential tools job hunters need to succeed are based on Beatty's three decades of experience.

From the Back Cover  
OVER 600,000 BEATTY CAREER GUIDES SOLD \* Provides proven techniques for writing the perfect resume for your ideal job \* Covers all resume formats with over 80 sample resumes and cover letters \* Features sample electronic resumes and guidelines for posting your resume on the Internet \* Highlights the "top 20" Internet sites for posting your resume America's #1 job expert gives you all the tools you need to craft the perfect resume and land your dream job Your resume is the most important job-search tool you have for making yourself stand out from the crowd and getting your foot in the door of a potential employer. It's the very cornerstone of a successful job-hunting campaign. With clear instructions, expert advice, and numerous examples you can draw from, Richard Beatty's The Resume Kit will help you build a resume that works-a distinctive document that captures attention and gets you that interview! One of North America's top job-search gurus, Beatty tells you how employers think, what they look for in a candidate, and how to mold your resume to let them know that you have what they want. In this fully updated Fourth Edition, he shares the latest techniques and thinking in resume writing for today's job market and computerized human resources departments. Inside, you'll find: \* An easy, step-by-step workbook approach that greatly simplifies resume writing \* The Twelve Myths of Resume Writing-and the real facts that can guide you \* New coverage of the "electronic resume," complete with instructions on the proper format for online databases \* Job-hunting techniques for the information age-including listings and descriptions of the "top 20" career sites on the Web \* More than 80 sample resumes and cover letters \* Valuable advice for those with special problems-unemployed, fired, too many jobs, etc. \* Detailed instructions for preparing the highly popular linear resume format Packed with road-tested tips, easy-to-follow directions, and inside-the-industry expertise, The Resume Kit will do for you what it has done for thousands of other job seekers-guide you in creating a powerful resume that will drive potential employers to pick up the phone and call you.

About the Author  
RICHARD H. BEATTY, North America's leading job-search author, has read roughly 150,000 resumes during his thirty years as a corporate employment and consulting professional. He is President of Brandywine Consulting Group, a human resources consulting firm. Previously, he spent seventeen years as a human resources executive with Scott Paper. His bestselling books include The Interview Kit, The Five-Minute Interview, 175 High-Impact Cover Letters, The Perfect Cover Letter, and 175 High-Impact Resumes, all from Wiley.