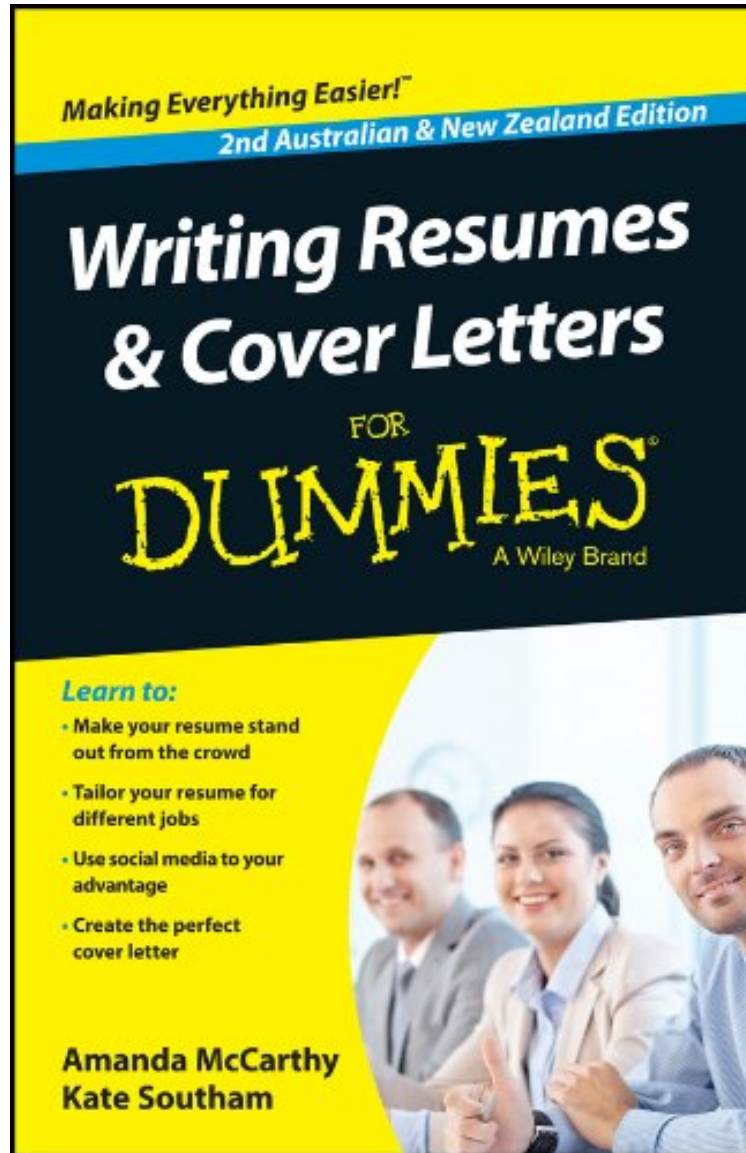


## Writing Resumes and Cover Letters For Dummies - Australia / NZ

*Amanda McCarthy, Kate Southam*

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**Amanda McCarthy, Kate Southam : Writing Resumes and Cover Letters For Dummies - Australia / NZ** before purchasing it in order to gage whether or not it would be worth my time, and all praised Writing Resumes and Cover Letters For Dummies - Australia / NZ:

0 of 0 people found the following review helpful. I cannot write a negative review just because I was dumbBy IlovemathCaution: this book is the Australian/New Zealand edition! I'm not sure what the differences are in the job markets (but they use some funny language) but I missed that little nugget before I bought the book.Some things are universal, and I can tell from the start that this book contains many universal tautologies about resume writing. I was

looking for an in-depth guide and chose this over "Resume Writing for Dummies" because of the more recent publication date. It is certainly in-depth. I'll update this review as I read deeper into the book, but I wanted to caution my American peers about the focus of the book. 0 of 0 people found the following review helpful. Four Stars By Stephen Adu-Kwaning Fascinated with its content

Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today's tight job market can seem like an overwhelming process. Competition is fierce and employers expect more than ever before from job applicants. With unemployment and redundancies rising, it's simply not a good time to be looking. So how do you make yourself stand out? Writing Resumes and Cover Letters For Dummies, Second Australian New Zealand Edition shows you how to catch a recruiter's attention. Presenting a wealth of sample resumes and cover letters, this handy, easy-to-use guide shows you how to write a killer cover letter, format your resume for online use, use social networking to your advantage, and tailor your resume and cover letters for specific positions and companies. Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is, a great resume and cover letter combination will help you get the attention you deserve. Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed—and get your dream job!

From the Back Cover Learn to: Make your resume stand out from the crowd Tailor your resume for different jobs Use social media to your advantage Create the perfect cover letter Create a resume and cover letter that get you noticed! Competition can be fierce in the job market, so you need the right tools to get ahead of the game. Writing Resumes and Cover Letters For Dummies, 2nd Australian New Zealand Edition, provides winning techniques to help you create a dazzling job application. With this handy guide, discover how to make your resume specific to certain companies and positions, use keywords, and much more! Back to basics — put together great content with substance All about the Net — find out how to format your resume so it's just right for online presentation Cover letters for employment success — make the right first impression with a well-constructed cover letter Get social — use social media and social networking to find leads for great jobs Open the book and find: Help with choosing a resume style Advice on using the right wording How to overcome career gap dilemmas Resume tips for school leavers and graduates Information about government selection criteria Ways to impress recruiters Sample resumes and cover letters About the Author Amanda McCarthy is an HR practitioner with experience in recruitment, job training and professional resume writing. Kate Southam has specialised in employment for more than a decade, providing commentary to magazines, radio and television.