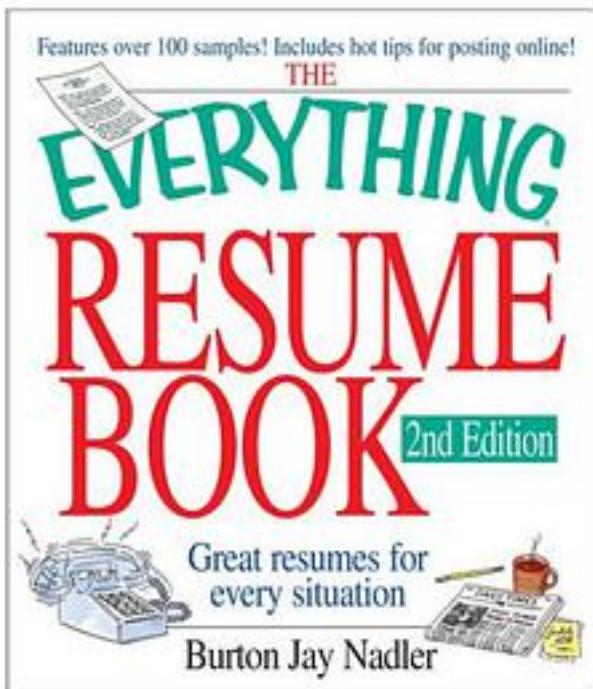


# Everything Resume Book



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THE PHRASE "It's time to get your resume together" sends shivers down many a spine, causing headaches as well as heartaches. Graduating from college, hunting for a new, more responsible position, and losing a job can all cause nervous perspiration and palpitations. It is possible, however, to be invigorated by a review of your achievements and to look forward to a challenging, rewarding future.

Resume writing and job hunting don't have to make you anxious. This book illustrates resume formats that clarify goals, simplify the job search, and speed up the interviewing process. Job seekers do not have to read the minds of their prospective

employers to determine vaguely what "they" want. It's more important that the job-search documents--resumes, cover letters, and follow-up letters--project the sense that the job seeker knows him- or herself, including the skills and assets that make him or her the perfect candidate for the job...

The resume is a document that universally symbolizes the beginning of a job hunt. When used effectively, it should symbolize and support the beginning, middle, and end as well. The Everything Resume Book, 2nd Edition is designed to do the same. Read and act upon the powerful ideas presented in this book to create the powerful page that will inspire and facilitate your effective job search.

History tells us that over the years, many people have used resumes to achieve many different ends. Palace favorites once carried documents marked by waxed impressions of royal signet rings to prove their power and status. Envoys and ambassadors to this day carry documents citing their status that allow them safe transport and immunity. Wealthy travelers were once able to present papers at banks throughout the civilized world to establish their identities and be assured immediate credit.

For centuries, we have used documents to confirm our identities, make introductions, and inspire others to see us as useful, valuable, and capable. Regardless of its origins, the resume can provide a powerful boost to your job hunt.

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