



The Everything Resume Book: Create a winning resume that stands out from the crowd

Nancy Schuman

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A resume is like the first thirty seconds of a blind date-one with a prospective employer. That's all the time you have to get a hiring authority's attention and-hopefully-an interview. A bad resume will absolutely eliminate you from the competition.

Building a strong resume is the single most important step in landing a new job. *The Everything Resume Book, 3rd Edition* is your one-stop resource for crafting a resume that will highlight your skills and experience to get you the job you want. This hands-on guide offers helpful hints on format and presentation and includes the most up-to-date guidelines for using the Internet in your job search.

This completely revised and updated edition includes new information on:

- Job boards
- and the best Web resources for job seekers
- Using resumes as a personal brand
- The advantages and disadvantages of video resumes
- Social networking sites in the job search
- Generation gap issues relating to resumes
- Resume blogs

Bursting with more than 100 sample resumes for a wide range of professions, this guide contains the information you need to command a prospective employer's attention and score that all-important interview.



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