

# Expert Advice For a Winning Resume!

Finally, a user-friendly resume book that provides over 100 great tips on how to write, distribute, and follow-up a dynamite resume. Written by one of America's leading career specialists, ***101 Quick Tips For A Dynamite Resume*** is exactly what job seekers need for organizing and presenting themselves to employers. Focusing on the whole resume writing and distribution process, this book provides a wealth of resume tips that should put most job seekers on the road to job search success. You'll discover:

- What your real goal should be (Tip #8)
- Why employers only spend 30 seconds with your resume (Tip #3)
- The best way to organize your resume (Tip #27)
- Why you should include a "Summary Statement" (Tip #32)
- When to include references (Tip #54)
- How to present your education (Tips #55-61)
- When to include or exclude dates (Tips #72-73)
- The importance of Key Words and banner statements (Tips #33 & 42)
- How to develop scannable and e-mail resumes (Tips #80-81)
- What works best on the Internet (Tips #87-91)
- What to do when a recruiter or employer calls (Tips #98-99)

Filled with sound advice and lots of useful examples, this book may well become your best friend for navigating today's job market. More than any other guide, it provides succinct answers to some of the most important questions facing job seekers. Don't start, or continue, your job search without first reviewing the 101 thoughtful tips, plus 17 sample resumes and letters, found in this unique book!

**Richard Fein** is the Director of Placement at the University of Massachusetts (Amherst) School of Management. He is author of ***101 Dynamite Questions to Ask At Your Job Interview***, ***111 Dynamite Ways to Ace Your Job Interview***, ***First Job***, and ***Cover Letters! Cover Letters! Cover Letters!***

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Business/Careers

\$13.95

ISBN 1-57023-082-X

