

Write Your Way *to a* New Career!



In today's job market, most professionals expect to hold seven to 10 jobs throughout their careers. Some also wish to pursue new careers as their interests, skills, and goals change. But making a career change is especially challenging for individuals expecting to earn over \$100,000 a year. After all, who wants to hire someone at a top salary in a field where they may have little or no experience?

America's top executive resume writer shows how professionals can best present their experience in order to make a career change. This unique resume guide includes more than 70 examples of professionals who successfully made career changes into a variety of fields, such as sales, marketing, education, technology, C-level positions, health care, nonprofits, government, and others. It also includes resumes for transitioning out of self-employment and for moving from a military career to the civilian sector. Focusing on the language of accomplishments, transferable skills, and keywords appropriate for different occupational fields, the author presents a powerful compendium of resumes that have opened new doors to job interviews and offers for many professionals.

Best Career Transition Resumes for \$100,000+ Jobs also covers the whole resume writing, production, and distribution process. Readers learn:

About the Author

WENDY S. ENELow is a recognized leader in the executive job search, career coaching, and resume writing industries who also is the author of more than 20 career books. She has assisted thousands of job search candidates through successful career transitions.

What a resume is and is not

3 kinds of resume formats

3 types of resume presentations

10 rules of resume writing

Top 20 resume writing mistakes to avoid

Top 15 resume production and distribution

mistakes to avoid

The book also includes useful worksheets for identifying skills, qualifications, knowledge, career achievements, career goals, and more. It describes each resume section as well as includes examples of how to best write the section. An appendix contains addresses and contact information for the professional resume writers who contributed the outstanding career transition resumes in the book.

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