



Resumes For Dummies

By Laura DeCarlo



Resumes For Dummies By Laura DeCarlo

Master the art of resume writing and boost your chances of getting hired

With unemployment rates still running high, getting an edge up on the competition in your field—whatever it may be—can be an intimidating and exhausting undertaking. Luckily, *Resumes For Dummies* is here to serve as your life raft as you navigate the murky waters of a modern-day job search. Inside, you'll find expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams.

There's nothing easy and breezy about looking for a new job—whether you currently have one or not. But rather than succumbing to the panic that might convince you to hide under the covers, *Resumes For Dummies* arms you with the confidence you need to write a resume that will have prospective employers knocking your at your door.

- Includes tips on avoiding common resume-writing mistakes
- Provides updates on the latest changes in the job market that you'll need to take into account when writing a resume
- Outlines how to approach a lay-off in a professional light
- Covers how to confront privacy and reputation issues in online social job search

Whether you're a recent graduate, second-timer looking for your next job, prime-timer who hasn't job-searched in decades, or the unfortunate victim of a lay-off, *Resumes For Dummies* takes the fear out of putting your skills on paper and sets you on the path to getting your foot in the door—and landing the job of your dreams.

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Editorial Review

From the Back Cover

Learn to:

- Use the latest trends to craft a tailored resume
- Attract attention through a strong social media profile
- Navigate privacy controls and protect your online reputation

Get your career in gear—and boost your chances of getting hired

A resume is your first step to attracting a hiring manager's attention, but this essential job-search document can be tough to put together. Never fear! *Resumes For Dummies* arms you with the confidence you need to write a resume that will have prospective employers knocking at your door. Get started now!

- **Shine online** — get up to speed with job searching in the digital age, from understanding Internet-based tools to landing prospects on social media
- **Some things never change** — get timeless tips on tried-and-true resume-writing basics that will set you apart from the pack
- **Put your best self forward** — discover how to write a resume that highlights your good points and downplays the not-so-good ones, like work-history gaps or job hopping
- **Take a gander** — check out dozens of sample resumes for every consideration—perfect for modeling your own winning resume

Open the book and find:

- Everything you need to create a targeted resume
- How to make your resume stand out in the digital age
- Guidance on making the most of social networking in your job search
- How to make education, skills, experience, and competencies work for you
- The best type of resume for your career situation
- Advice for first-time job seekers and recent graduates
- A ten-point resume checklist to make sure your resume is the best it can be

About the Author

Laura DeCarlo founded the global organization Career Directors International (CDI), LLC, which educates and certifies resume writers and career coaches. Laura's resumes have been featured in more than 20 resume and cover letter compendiums.

Users Review

From reader reviews:

Joseph Wilson:

In this 21st one hundred year, people become competitive in each way. By being competitive now, people

have do something to make these people survives, being in the middle of the actual crowded place and notice by means of surrounding. One thing that occasionally many people have underestimated it for a while is reading. Yeah, by reading a e-book your ability to survive enhance then having chance to stay than other is high. For you personally who want to start reading a book, we give you this Resumes For Dummies book as starter and daily reading publication. Why, because this book is greater than just a book.

Bernard Kovach:

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Myron Mendez:

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Sean Jones:

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