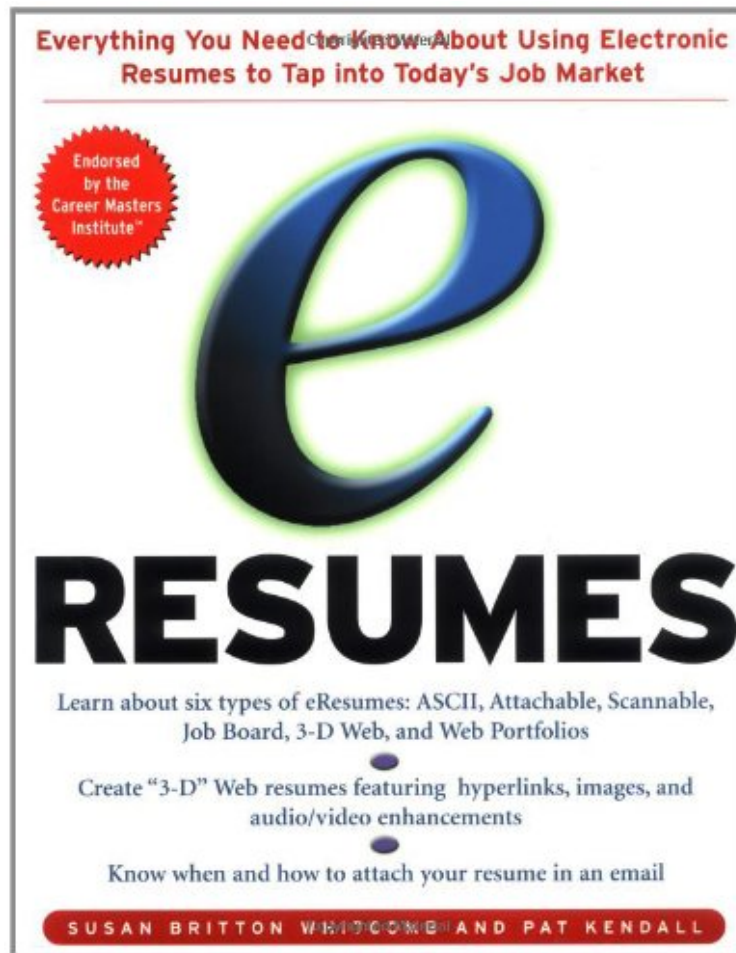


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## e-Resumes: Everything You Need to Know About Using Electronic Resumes to Tap into Today's Hot Job Market

*Susan Britton Whitcomb, Pat Kendall*  
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**Susan Britton Whitcomb, Pat Kendall : e-Resumes: Everything You Need to Know About Using Electronic Resumes to Tap into Today's Hot Job Market** before purchasing it in order to gage whether or not it would be worth my time, and all praised e-Resumes: Everything You Need to Know About Using Electronic Resumes to Tap into Today's Hot Job Market:

6 of 6 people found the following review helpful. Valuable Resource for Job SeekersBy IrenaFor anyone who has to quickly learn how to correctly format and send an electronic resume, this book has the instructions in a clear, concise and step-by-step style. The narrative and concept presentation make a technical aspect of resume preparation easy to read and simple to learn. In my work as a career counsellor, I find that many job seekers, including the "computer

literate" individuals, often ask themselves why they hadn't received any responses to their emailed resumes. This book explains and demonstrates how to strategically ensure that targeted employers receive and consider your resume. 0 of 0 people found the following review helpful. Five Stars By Karen L Didion Excellent condition 11 of 14 people found the following review helpful. ridiculously simple, plenty of page "filler" By M. Fischer This book has some good information, but most of it is so ridiculously simple, that it can easily be ignored. Only buy this book if you know nothing about computers. The book spends about 10 pages discussing how to save a Word Document as a text file. This includes pictures of the "File Menu" and pictures of clicking on "Save As". Another "on-point" section discusses how to use the "Copy" and "Paste" commands. As I stated, only buy this book if you are computer illiterate.

Nearly 70% of employers now use the Web for job postings or recruiting, and even if a company advertises in a newspaper, it's likely they require applicants to e-mail resumes. As Susan Britton Whitcomb and Pat Kendall say in this A-to-Z guide for job seeking in the 21st century: in today's market, the only people who won't need a Web resume are those who want to work for an employer without a computer. In e-Resumes Whitcomb and Kendall cover all forms of electronic resumes and explain their uses, strengths, and weaknesses. They also show how to: \* Construct, post, attach, and send the perfect e-resume for the job \* Create an impressive 3D e-resume with hyperlinks, images, and audio or video clips \* Find out about privacy issues, and search for jobs discreetly Whether conducting an active online job search or maintaining a Web page of accomplishments, savvy job-seekers should turn to e-Resumes for all the help they need.

From the Back Cover Endorsed by the Career Masters Institute™ Whether you're a new grad or seasoned executive, artist or techie, full-timer or freelancer, here is the one tool you need to create and use an electronic resume! It's a fact: Nearly 80 percent of companies use the Web for recruiting and even many newspaper want-ads specify "e-mail only" resumes. Whether you're conducting an active job search or simply monitoring the job market for possible opportunities, you need an electronic resume to be a savvy job-seeker today. Yet even the most skilled Internet users have questions about the do's and don'ts of Web resumes: How do I choose the right format? Can I send an attachment? What about privacy? e-Resumes cuts through the confusion, covering every form of electronic resume from text-only to interactive e-portfolio while explaining each one's strengths and weaknesses. Inside you'll find: Resume writing secrets from two veteran writers with more than thirty-five years of combined experience Strategies for effective content and critical keywords. Simple steps with visual aids to get your resume "e-mail ready." Insider tips for posting to job sites like Monster.com. Candid analysis of "free" and fee Web resume builders, Web site posting opportunities, and resume distribution services. The top list of Web-resume design faux pas and how to avoid them. Easy how-to's for creating a resume Web page (without learning HTML). Great gallery of design samples, plus free Web-resume templates and graphics at [www.eResumeIQ.com](http://www.eResumeIQ.com). Free online quiz to test the intelligence of your e-resume. An A to Z guide for resumes in the twenty-first century, e-Resumes gives you the technical know-how you need to succeed in today's job market, where the only people who won't need a digital resume are those who want to work for employers who don't use computers. About the Author Susan Britton Whitcomb has more than sixteen years of experience as a careers writer and specialist in resumes and portfolios for professionals. She is the author of Resume Magic and speaks nationally at conferences on topics such as cyber-savvy job search and resume-writing strategies. She is a Nationally Certified Resume Writer (NCRW) and Certified Career Master (CCM). Pat Kendall is a Nationally Certified Resume Writer (NCRW) and Certified Job and Career Transition Coach (JCTC) with twenty years of experience in resume writing and job search consulting. She is the author of Jumpstart Your Online Job Search and president of the National Resume Writers Association.