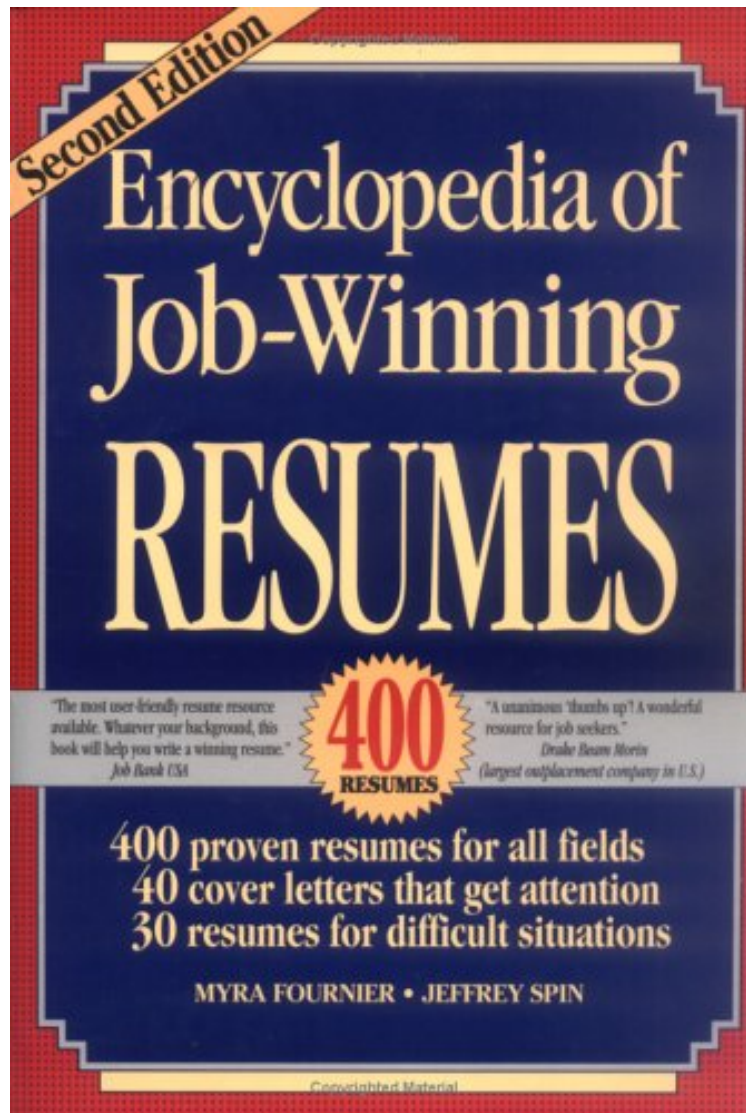


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## Encyclopedia of Job-Winning Resumes

Myra Fournier, Jeffrey Spin

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**Myra Fournier, Jeffrey Spin : Encyclopedia of Job-Winning Resumes** before purchasing it in order to gage whether or not it would be worth my time, and all praised Encyclopedia of Job-Winning Resumes:

4 of 6 people found the following review helpful. Good Overall ReferenceBy A CustomerI purchased this book for my niece when she was graduating from college. She found it very useful. I am also now in the market for a new job and borrowed the book from her and have enjoyed it so much that I am purchasing my own copy. There is a lot of good recommendations on how to keep your resume short and concise. It also provides different examples for a variety of positions. The one drawback I had was that it didn't make reference to including email addresses and web sites.

Encyclopedia of Job-Winning Resumes, Third Edition is the most helpful and comprehensive resume book you can buy. It includes more than 400 success-proven resume examples that teach you how to personalize your resume according to your own unique career situation. The 17 chapters contain resumes that cover all major industries, span every job level from entry-level to CEO, and are helpfully arranged by both job field and title to make it easy for you to quickly locate the resumes that address your particular field or situation. The first chapter - "The Essentials of Writing Your Resume" - is as informative as it is brief. It includes expert advice about what information to include in your resume, what to omit, what to emphasize, and what to tone down. For a quick start, it's specifically designed to keep reading to a minimum so you can start sending out your resume as soon as possible. The second chapter, devoted to creating hard-hitting cover letters, includes 40 examples that cover a wide variety of typical career situations. And for those not-so-typical career situations, the next chapter includes 30 resumes that cover difficult circumstances such as frequent job changes, gaps in employment, layoff, lack of experience, weak education, and many more. For students, there's also a chapter containing 40 resumes to help new graduates enter the work force more quickly and easily. There are helpful hints located beneath each resume, showing you the right way to quickly create a job-winning resume that will get attention and win you an interview. The last chapter includes a Recommended Reading list and a Recommended Web Site list. Whatever your age, industry, career, level of experience or education, you'll find the resume template you need!

From the Back Cover "The most user-friendly resume resource available. Whatever your background, this book will help you write a winning resume." -Job Bank USA "A unanimous thumbs up! A wonderful resource for job seekers." - DBM (largest outplacement company in the U.S.) About the Author In 1980, Myra Fournier and Jeff Spin founded A Lasting Impression, a highly successful resume writing and career development firm located in the Greater Boston area. In 1990, they jointly developed Resume Expert, a top-rated and best-selling resume-writing software for the Macintosh computer.