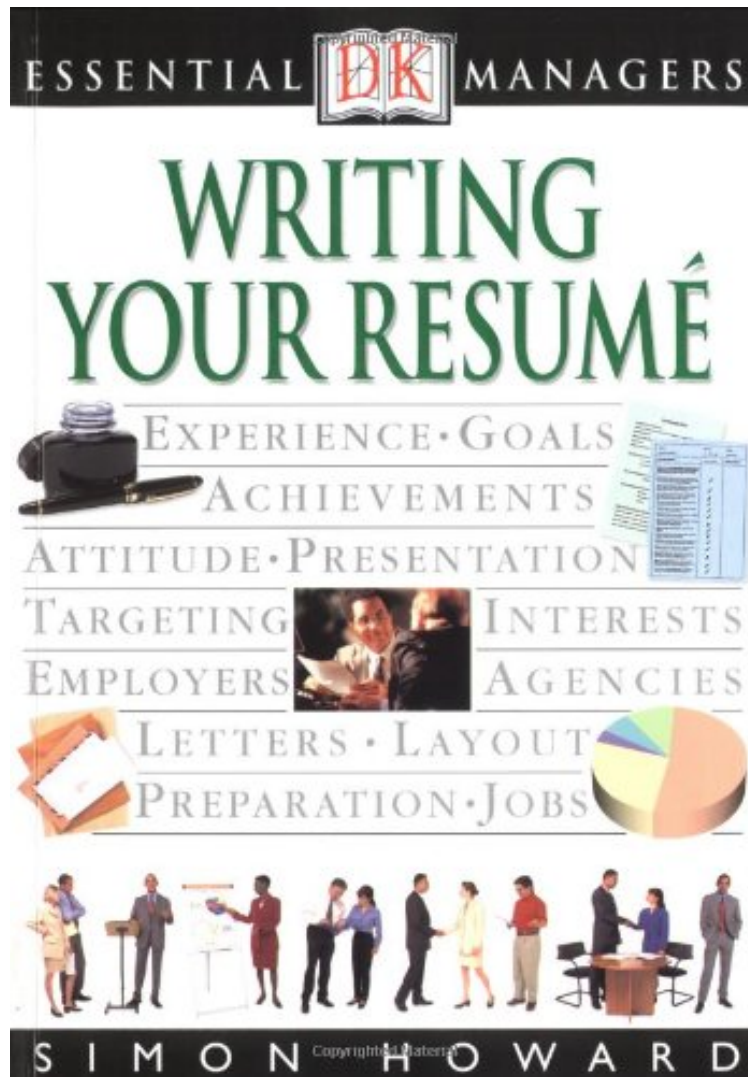


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Essential Managers: Writing Your Resume

Simon Howard, Robert Heller

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series is a great value in the world of business publications. They are all very goal oriented and full of practical, real-world advice that is universally applicable. In this volume Simon Howard (Robert Heller is often incorrectly credited with authorship) details the basics of resume writing and job search skills. The advice is generally excellent and is concisely delivered with separate chapters focusing on important resume writing skills such as format (mainly chronological versus functional), dealing with employment agencies, formulating cover letters, presentation of education and experience, etc. In the final few pages he provides samples of resumes of differing focus for diverse situations such as first time job seeker, returning to work, career changers, etc. This is not a book of numerous differing sample resumes to be used as templates, rather, it is a quick reference guide to the basics of resume writing and job searches. The book is not exhaustive, but is not meant to be: it is compact, practical, and easy to use. I recommend this book, especially to people just beginning to formulate their resume.

Everything a job hunter needs to know about creating and using a resume to land an offer. Learn all you need to know about creating and using a resume successfully, from summarizing your achievements to targeting potential companies and replying to job advertisements. Writing Your Resume not only shows you how to decide on your career objectives, but also provides practical techniques for selecting and presenting information and creating the right impression. Power tips help you to develop first-class presentation skills that will dramatically improve your resume's chance of standing out from the competition. The Essential Manager have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides that slip easily into a briefcase or a portfolio. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available.

.com At last, a guide to rsum writing whose every page is as quickly scannable as they say a good rsum should be. In 72 brightly designed pages, this pocket-size career helper walks you through the entire rsum writing (or rewriting!) process, from determining your overall career objectives and strategy and targeting your rsum to specific fields or employers to drafting and refining your rsum's content, selling your experience, deciding on the overall format and look, and adapting your rsum for a career change, a midcareer job move, or a return to the job market after an absence. Throughout, loads of rsum samples, examples, checklists, and flow charts help you piece it all together, including tips on replying to job advertisements, canvassing employers, using the Internet, keeping up your job search, and analyzing your own career profile. It's worth mentioning that the book is also part of reference publisher Dorling Kindersley's Essential Managers series--20 itty-bitty li'l books on business and career topics ranging from communication, leadership, and decision making to the management of time, budgets, change, meetings, people, projects, and teams. Combining the For Dummies book series's talent for breaking down a lot of information into bite-size bits and sidebars with Dorling Kindersley's signature design style of crisp, classy graphics on a gleaming white backdrop, they don't represent the cutting edge of business thinking and they don't necessarily reflect any unique individual perspective. Instead, it's as though someone collated the best general thinking on these 20 topics and rolled them out into 72 brightly designed and easy-to-read pages, studded along the way with boxed tips, color shots of a multiracial cast of "coworkers" animatedly hashing through the workplace issues of the day, and a self-test of one's skills in the topic at hand on the last few pages of each volume. Again, they're not for anyone looking for more in-depth or focused help on any of the subjects they cover, but they're perfect as a quickie general-interest reference... and let's face it, they're so cute and look so smart in a neat little stack or row that you'll probably want to buy a whole bunch to give to your entire staff or department. --Timothy Murphy

About the Author Simon Howard is a Chairman of Park Human Resources and a director of SHL Group, one of the world's leaders in the design and publishing of psychometric tests and other recruitment systems. He writes a weekly column on recruitment and employment issues and regularly contributes to People Management. Robert Heller is a leading authority on management consulting and was the founding editor of Management Today. He is the author of many acclaimed and worldwide best selling books, including The Naked Manager, Culture Shock, and The Way to Win.