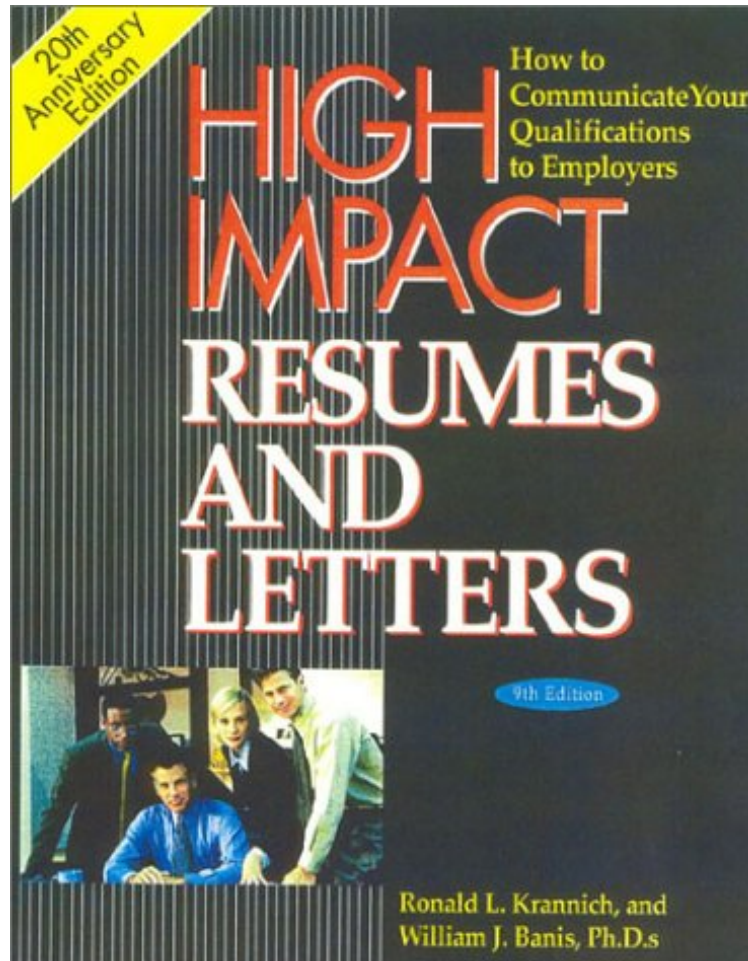


[Ebook pdf] High Impact Resumes and Letters: How to Communicate Your Qualifications to Employers (High Impact Resumes Letters)

## High Impact Resumes and Letters: How to Communicate Your Qualifications to Employers (High Impact Resumes Letters)

*Ronald Krannich, William J. Banis*  
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**Ronald Krannich, William J. Banis : High Impact Resumes and Letters: How to Communicate Your Qualifications to Employers (High Impact Resumes Letters)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised High Impact Resumes and Letters: How to Communicate Your Qualifications to Employers (High Impact Resumes Letters):

19 of 19 people found the following review helpful. Good all in one book. By A Customer High Impact Resumes and Letters is a very good all in one book for anyone in the market for a new job. This book covers every aspect involved in the job finding process. Although there are several examples of resumes and letters included in this book, it is not just another compilation of resume and letter examples. Instead, the authors provide comprehensive and complete guidance on how to write, produce, distribute, and follow-up your own written job search communication. Each step in

the resume and letter writing, production, distribution, and follow-up process is covered in a very easy-to-use and effective manner. Also included in this book are sections on frequently asked questions, internet sites for resumes, mistakes to avoid, conventional and electronic resumes, tips, evaluation forms, and much, much more. I found this to be a very helpful book because it goes beyond just the writing of resumes and letters. I have read several books on resume writing. However, this one differs in that it gives you ideas on how to distribute and follow-up the writing of your resume. This is a very good book for any job seeker. 3 of 3 people found the following review helpful. Good, but Not the Best By Amy Henley This is the book you buy if you want to revamp your entire job-hunt process, rather than one you can quickly look through to update your resume. Yes, this book has more than just resume templates, and it does have useful information, but there is also a lot of information to wade through in order to get the golden nuggets. Pluses: Chpt. 3: Myth and Mistakes, Chpt. 5: Organizing your job-hunt, and Chapter 10: Distributing/Networking Minuses: Many of the tips are similar to what is in other books, some of the information is well-duh. Recommendation: I have checked out many books on job searching recently. This one is better than many, but not the best. I think this book is most applicable to people who have some time to produce a resume. If you are in a hurry: I think Get a Job in 30 Days or less by DeLuca DeLuca, which I actually bought, is the best book on the entire job search process, but especially if you are in a hurry. The Damn Good Resume Guide by Yana Parker is useful if you are in a hurry to produce just a resume. 1 of 1 people found the following review helpful. Essential ingredient: Self-confidence By Vikram J P An essential ingredient to exploiting this book is self-confidence. The book necessitates that you employ a resume that is uniquely yours. It may or may not leave you feeling encouraged with your skill set. The book does not offer an easy how to. The downside is that some elements are repeated more than once. Yes, you'll have to wade through the book and numerous other resources to fully appreciate it. Yet that reveals another element crucial in looking for a job that you love as opposed to one you like: perseverance. The writing is at times blunt. But the exercises as in chapter 7 is written to condense your strengths that will help you create your resume. As I mentioned before, if you are short on patience, don't buy this book. Buy it, if you want a job for the long haul.

This unique book provides step-by-step guidance on how to develop a personal profile that clearly communicates patterns of performance and accomplishments to employers.

Excerpt. Reprinted by permission. All rights reserved. Chapter 1: So you're getting ready to look for a job you hope you'll really love, one that pays good money and leads to a rewarding career. You're about to engage in a curious ritual shared, and dreaded, by millions of people each year. But you're different from others. Rather than languish in the job market for weeks peddling a weak resume and beating on numerous doors, you're going to cut through the chaos with high impact resumes and letters designed to quickly open employers' doors. Armed with high impact resumes and letters, you're going to land a terrific job! Welcome to the world of high impact resumes and letters. It's a different world from the usual sea of paper received by most employers. Unlike other job seekers who lack strong writing, production, distribution, and follow-up skills, you want to clearly communicate your qualifications to employers with a particular type of resume—one that immediately grabs their attention and results in invitations to job interviews, and eventually job offers. To navigate the job market with anything less than high impact resumes and letters is to do a real disservice to yourself and to potential employers.