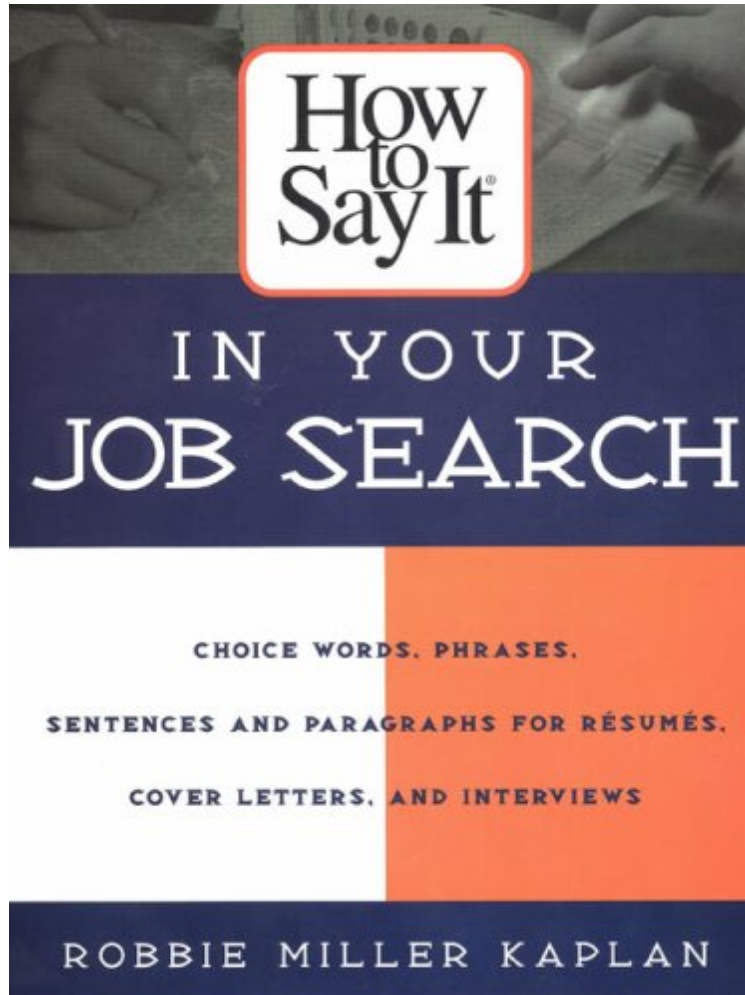


[Download pdf] How to Say It in Your Job Search

How to Say It in Your Job Search

Robbie Miller Kaplan

*ePub | *DOC | audiobook | ebooks | Download PDF*



[Download](#)

[Read Online](#)

#2590915 in Books Prentice Hall Press 2001-03-01 2001-12-01 Original language: English PDF # 1 9.22 x .86 x 7.16l, #File Name: 0735201854320 pages | File size: 20.Mb

Robbie Miller Kaplan : How to Say It in Your Job Search before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Say It in Your Job Search:

2 of 2 people found the following review helpful. At last -- the resume book I've been waiting for! By Dr. Cathy Goodwin Finally, a book I can recommend whole-heartedly to my clients! If you're in the job market, or planning to be, consider this book as a small but necessary investment for success. Many books are geared to lower-level, introductory jobs. Kaplan has examples from lawyers, doctors and more. Kaplan manages to be upbeat and readable without raising unrealistic expectations. Functional resume? Great idea but most employers won't like it. Everyone should review the results-oriented examples in Chapter 1. Kaplan offers tips for informational interviews, including sample letters to request meetings with strangers. If you're not familiar with the concept, start reading now! And she's got tips I've never seen anywhere else: How to answer an advertisement for employment How to open a letter when you don't know the

gender of the recipient ("Kelly" or "Leslie") -- and what to do if you don't have the name. How to salvage a shaky interview...and a whole lot more. This book will be of most help to experienced professionals and managers who are changing jobs but not making major career shifts. You'll have to be more creative if you're changing careers altogether -- and in those cases, you really need to rely on your network. If you know a mid-career job searcher, this book would make an excellent recommendation or gift. Newbies out of school would do well to follow the examples, but they may need some help to translate experience to fit the models. Go for it!

5 of 6 people found the following review helpful. Loaded with Practical Advice By Roger E. Herman Looking for a new job? Concerned about how to most effectively communicate how wonderful you are? This book will give you an incredible amount of specific information about what to say and exactly how to say it--even suggesting the actual words you can use. The sample letters, resumes, words to use, words not to use, and much more make this book an invaluable tool for anyone looking for a new job . . . or a promotion. Part of Prentice-Hall's How to Say It series, this book is a fine example of how a tremendous amount of information can be presented in a way that's easy to find and use. The contents are so well organized, the index is almost superfluous. And then there are little added-benefit surprises, like the index to resume examples, by occupation. Seventeen chapters are presented in three sections that enable the reader to grasp the organization quickly and get to work. The table of contents provides a good view of the layout of each chapter, making it easy to slide into a reading rhythm.

2\Part One, Good Beginnings-Resumes, opens appropriately with a chapter on how to write a good resume. The second chapter, keeping with the times, teaches the reader how to prepare scannable resumes. Yes, Virginia, many corporations scan resumes into computers and use Optical Character Recognition software to sort of automate resumes into a searchable database. Chapter three explains how to submit an electronic resume. Users of this book will certainly be up-to-date! The second section of the book deals with cover letters. This list of chapter headings will give you some insight into the treasures here: Writing Effective Cover Letters, Putting Your Job Search Letters to Work, Using Electronic Letters, Responding to Advertisements, Sending Unsolicited Letters, Getting a Little Help from a Friend-Networking and Referral Letters, Writing Gracious Thank You Letters, Using Follow-Up Letters to Get Results, Accepting or Declining the Job Offer, and helpfully, Writing Letters of Resignation. Are you getting the impression that this book might offer more than just some fundamental writing tips? You bet! Then check out the next section! Section Three presents the techniques and skills that go far beyond just communicating. Chapters on Preparing for the Interview, Conducting Research for the Interview, Communicating Your Qualifications, and Concluding Your Job Search Successfully complete a book that is almost tiring to read. There is a tremendous amount of knowledge in these pages. Even vocabulary lists for success! Extra bonus thought: if you're a salesperson, you could also gain considerably from this book. Looking for that sale, you're selling yourself. Use this book as a guide to improve your results.

3 of 3 people found the following review helpful. A Guide I will Use For Years to Come By A Customer Ms. Kaplan's book is a comprehensive and informative guide that all job seekers, or those looking to improve their resume and interviewing skills, should use. As a newcomer to the working world, I found it difficult to relate to the advice others had provided. Without a lot of experience of fine-tuning my resume, I had trouble with how I wanted to describe the skills I have to contribute to a company. Ms. Kaplan has provided detailed examples of resumes and cover letters, including all levels of experience and job types, that are clear and concise and get the reader on the road to success. Ms. Kaplan's check lists outline the dos and don'ts of the job hunt and make it easy to chart your progress. I found her check lists and her suggestions for words and phrases to use in resumes extremely helpful. Ms. Kaplan covers it all- from the resume, to writing cover letters (both job specific and unsolicited letters) to interviewing. She includes chapters on responding to job searches via the Internet- a skill we all need! Not only have I relied on this book, but my family members have used it too!

Arranged in three parts, this title takes readers step-by-step through the key components of any job search: resumes, cover letters, and interviews.

About the Author Robbie Miller Kaplan is a nationally recognized writer and trainer with an expertise in career communications. She is the author of nine books, including: "How to Say It When You Don't Know What to Say: The Right Words for Difficult Times," "How to Say It In Your Job Search," "Sure-Hire Resumes Second Edition," "Resume Shortcuts," "Sure-Hire Cover Letters," "101 Resumes for Sure-Hire Results," "The Whole Career Sourcebook," "Sure-Hire Resumes," and "Resumes: The Write Stuff," and a contributing author to the Strong Interest Inventory Applications and Technical Guide. She is a frequent speaker and consultant to corporate, government, and nonprofit organizations.