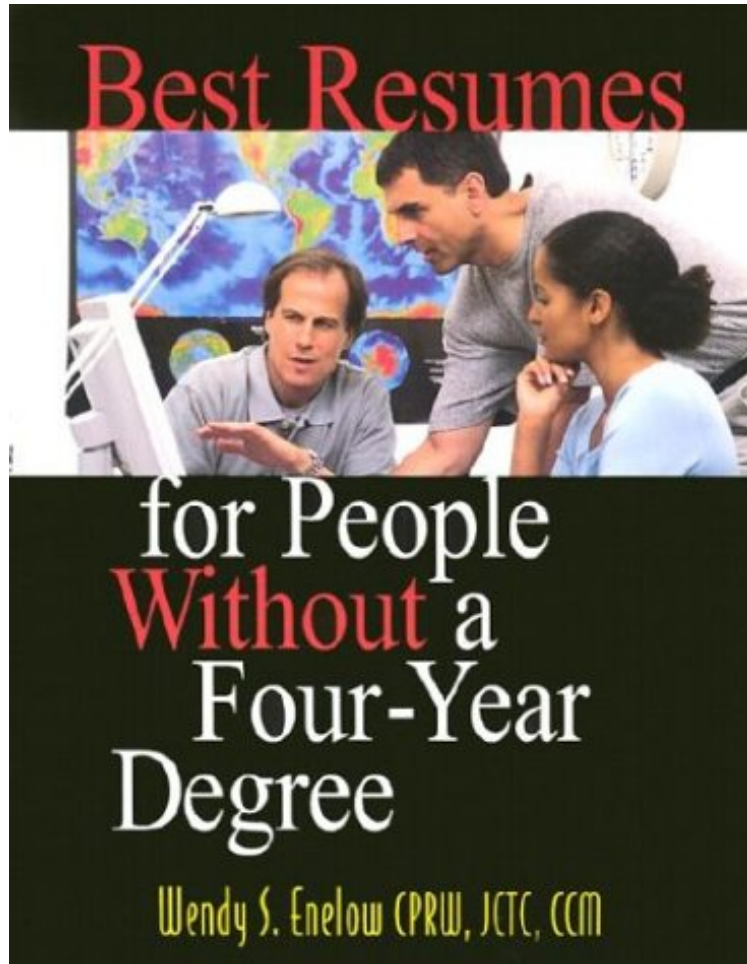


(Ebook pdf) Best Resumes for People Without a Four-Year Degree

## Best Resumes for People Without a Four-Year Degree

Wendy S. Enelow

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**Wendy S. Enelow : Best Resumes for People Without a Four-Year Degree** before purchasing it in order to gage whether or not it would be worth my time, and all praised Best Resumes for People Without a Four-Year Degree:

A rich collection of outstanding resumes produced by professional resume writers for individuals without a four-year degree.

From the Inside FlapRegardless of your educational background or specific work experience, you need a resume to succeed in today's job market. But what kind of resume should you write? How long should it be? What information should you include and exclude? How can you "compensate" for not having a four-year degree? Most important, will your resume grab the attention of someone who will invite you to a job interview AND offer you the job? Addressing

the unique resume needs of people without a four-year degree, this book meticulously illuminates what a resume is and is not, what it should say, how it should be written, and how it should be presented. It shows how to best communicate qualifications to employers in a well-organized and succinct one- to two-page resume. Containing over 60 resumes spanning a variety of professions and industries and written by professional resume writers, *Best Resumes for People Without a Four-Year Degree* reveals: The key strategies for success in resume writing. Top 20 resume production, distribution, and follow-up mistakes to avoid. Keyword lists for 30 professions and industries. Top 20 resume-writing mistakes to avoid. The step-by-step resume-building process. Each resume component and its use, along with specific examples. Commonly asked questions about resume writing. And much more! You'll discover to best present ALL of your experience to show employers what you have done and what you can do for them: Employment Experience Honors and Awards Technology Skills Publications Professional Affiliations Project Highlights Public Speaking Certificates and Licenses Teaching and Training Two-Year Degrees and Professional Training Volunteer Activities International Experience *Best Resumes for People Without a Four-Year Degree* includes four easy-to-complete resume-writing exercises to help you jumpstart your own winning resume that powerfully highlights your skills, qualifications, and accomplishments. In addition, you'll find the names and full contact information for the professional resume writers who have contributed their work to this book. Don't waste another moment trying to compose a resume without taking advantage of the knowledge and experience of these experts!

About the Author Wendy S. Enelow is Founder/President of the Career Masters Institute, a prestigious association of career and employment industry professionals worldwide. Wendy is a recognized leader in the executive job search, career coaching, and resume writing industries. In private practice for over 20 years, she has assisted thousands of job search candidates through successful career transitions. She has also worked with executives making in excess of \$100,000 a year and, in fact, has developed resumes for many high-end clients who make more than \$500,000 a year. Her clients include top executives at American Express, Ryder, Pacific Bell, Eastman Kodak, IBM, Xerox, Time-Warner, and countless others. She is the author of 17 books on resume and cover letter writing, interviewing, and keywords.