

(Mobile book) Better Resumes in 3 Easy Steps

## Better Resumes in 3 Easy Steps

*Ben T. Field, Paul K. Wright*

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

 Download

 Read Online

#18453238 in Books 1996-04Original language:English 11.00 x 8.75 x .251, #File Name: 0964580810 | File size: 23.Mb

**Ben T. Field, Paul K. Wright : Better Resumes in 3 Easy Steps** before purchasing it in order to gage whether or not it would be worth my time, and all praised Better Resumes in 3 Easy Steps:

This practical and concise guide is a must-have for anyone looking for a first job right out of high school or college, reentering the job market, or changing careers. It employs a three-step approach-compile, analyze, and organize-that directs readers step-by-step through the entire process of self-assessment, resume and portfolio development, and putting together a cover letter that will land a job. Included in this results-oriented book are job facts, statistics and tips, actual cover letters and resumes that were successful, and Internet job search strategies. The book emphasizes "first 20 seconds principle," the amount of time to capture the employer's attention in a resume or interview. Also incorporated in this resource is the U.S. Department of Labor's SCANS (Secretary's Commission on Achieving Necessary Skills) Report, a consensus document which lists the skills and proficiencies employers look for in new employees. It alerts readers and shows them how to present skills and experience in a way that will address these requirements in the workplace. Written by experts in the job-training field, this material has been tested with many types of job seekers, with positive results.

About the AuthorPaul Wright, a retired bank vice-president (Industrial Relations), has 35 years experience in business

development. For the past 11 years he has been director of Warrick County Employment and Training Center in Evansville, Indiana. Mr. Wright is a graduate of the Industrial Development Institute of the University of Oklahoma. He has conducted numerous workshops, seminars, and sales training sessions on job search, resumes, and job skills.