

The elements of resume style: essential rules and eye-opening advice for writing résumés and cover letters that work

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Abstrak

It's amazing the myths one can find in some resume books. Scott Bennett has hired hundreds of people in a variety of industries, and he knows firsthand what kinds of resumes spark the interest of employers. In *The Elements of resume style*, Bennett explains why some of the most popular "tricks" backfire more often than they work, and offers clear, smart strategies for creating resumes and cover letters that get people jobs. From entry-level to executive, users of this invaluable guide will: see their resume from the employer's perspective, avoid the errors most candidates make, handle job-hopping, employment gaps, and other touchy subjects honestly and effectively, write cover letters that stand out -- and learn the untapped power of the inquiry letter the book features: 1,400+ sample action words, action statements, and position descriptions/blurbs, 200+ vague claims to avoid and 500+ more words and phrases to avoid, sample resume format, sample response letter, sample inquiry letter, sample informational interview request letter, sample response to request for salary requirements, sample salary history, sample references the battle for jobs is tighter than ever. *The elements of resume style* can help you make sure your first salvo is as powerful and on-target as possible.