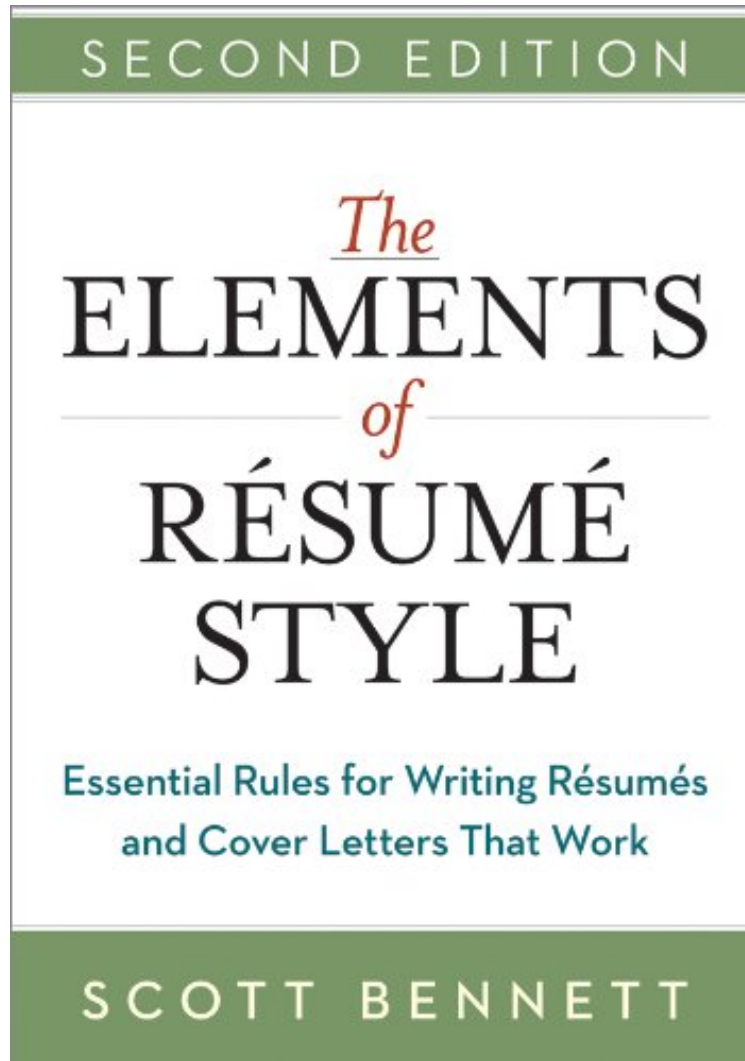


The Elements of Resume Style: Essential Rules for Writing Resumes and Cover Letters That Work

Scott Bennett

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Scott Bennett : The Elements of Resume Style: Essential Rules for Writing Resumes and Cover Letters That Work before purchasing it in order to gage whether or not it would be worth my time, and all praised The Elements of Resume Style: Essential Rules for Writing Resumes and Cover Letters That Work:

5 of 5 people found the following review helpful. Excellent!By DrewWell-written and clear, this book offers practical advice on resumes and cover letters. The quality and brevity of the material make this a resource I'll recommend for years to come.5 of 5 people found the following review helpful. Writing the Ideal Resume Cover LetterBy ConnyTitle: The Elements of Resume StyleAuthor: Scott BennettPublisher: AmacomISBN: 978-0-8144-3393-5ldquo;The art of the resume is to briefly and clearly convey compelling proof of onersquo;s expertise and evoke

enough enthusiasm from readers to get them to respond," Scott Bennett writes in the second edition of his book, "The Elements of Resume Style: Essential Rules for Writing Resumes and Cover Letters That Work." At one hundred and sixty pages, this paperback targets those interested in writing the ideal resume and cover letter. After a preface and introduction, the book contains nine chapters, ending with a one-page conclusion, five appendices, an index, and the author's biography. Having reviewed over one hundred thousand resumes, Bennett offers concise and simplistic rules to follow when writing a resume and cover letter that will get attention, hopefully procuring employment. There are shaded boxes of illustrations as well as figures, charts, and lists. The first five chapters involve writing a well-written resume, offering concerns, presentation, formatting, selling skills and experience, and delivery. Keeping a resume to one page, stating newest to oldest employment information, and not using more than two font sizes, all capitalized words, or underlining are some recommended tips. Pros and cons are mentioned regarding having goal, objective, and executive summary sections. Also discussed are job/career fairs and blind ads. Only one chapter focuses on writing short cover and inquiry letters. The last three chapters offer advice on salary requirements, salary history, and references as well as marketing yourself and the actual interview. The appendices cover more samples of employment position descriptions and how homemakers, veterans, ex-offenders, and those in recovery can improve their resumes to be more engaging. Often reminding the reader, there should be no errors, untruths, or discrepancies in the written works. Helpful charts and lists include twelve things you can do without in a resume, free websites to explore potential employers, descriptive words and phrases to avoid, sentence/action statements, verbs/action words, and putting your best foot forward during an interview. The addition of using social media sites is another avenue to market oneself. With many examples of complete and to-the-point resumes, readers can quickly learn how to write an effective resume and cover letter that will get results. With many up-to-date models, this book would be helpful for the recent graduate, the housewife entering the business arena, or one making a career change. Thanks to Bookpleasures, Amacom, and the author for furnishing this complimentary book in exchange for a review based on the reader's honest opinion. 3 of 3 people found the following review helpful. THE "go-to" book for resumes/cover letters By Justin C. The Elements of Resume Style Second Edition is concisely updated; the author preserves the brevity he so vigorously advocates. Nearly 10 years after the first edition, this still-slim volume continues to shatter persistent myths and remains THE go-to reference of record for writing effective cover letters and resumes.

It's amazing the misinformation found in most resume books! Scott Bennett has hired hundreds of people in a variety of industries, and he knows firsthand what kind of resume sparks an employer's interest—and which ones fail. In *The Elements of Resume Style*, he warns against popular "tricks" that tend to backfire—and instead shows readers how to craft clear, compelling, targeted resumes and cover letters that actually work. In this new edition, readers see that whether it's on paper or online, the rules are the same: use clear, dynamic language—and keep it short and focused. Now covering social media, the online application process, and more, this indispensable guide provides: More than 1,400 action words, statements, and position descriptions that help sell your skills and experience; Hundreds of words, phrases, and vague claims to avoid; Advice for handling employment gaps, job-hopping, and requests for salary history and requirements; Sample resumes, response letter, inquiry letter, informational interview request letter, references, and more; Surprising tips for acing the interview. Competition is intense no matter what your field, but this candid book's time-tested tools will make you stand out—and help get you the job you deserve!

"If you're serious about seeking new employment, the \$9.95 will be well spent in helping you craft cover letters and a resume that help you stand out from the crowd—in a good way." —Accounting Today From the Back Cover Say goodbye to your old resume. Most of the "rules" you were told about preparing it are wrong. To learn what really works, ask someone who has read thousands of resumes, and hired hundreds of candidates. Scott Bennett's *The Elements of Resume Style* gathers proven dos and don'ts for crafting a compelling resume that speaks to hiring managers. Quickly and easily, your new resume will skillfully highlight what you can do and why you're the best person for the job. The art of the resume is broken down into clear, succinct instructions. No tricks (cramming in scannable buzzwords); no gimmicks (using a variety of fonts); no filler (using bulleted lists and wide margins); and no sleights of hand (omitting start and end dates)—instead, the book shows you how to compress your work experience into meaningful statements; replace hollow self-puffery with solid evidence; strip out the "I"; eliminate errors; format for readability; and deliver your content in creative, more effective ways. Hundreds of action statements to use and vague, trite claims to avoid will bring focus and energy to your content. Sample resumes and position descriptions guide you in telling your unique story. And invaluable tips help you at every step of your job search, from handling online applications, to writing persuasive cover letters, to acing the interview. Whether you're reworking your old resume or starting from scratch, these time-tested resume rules will help you stand out from the competition. About the Author SCOTT BENNETT has reviewed more than 100,000 resumes, conducted thousands of

interviews, and hired hundreds of employees in organizations both large and small.