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Better Resumes in 3 Easy Steps

Ben T. Field, Paul K. Wright

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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.

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