

(Read free) Confessions from a Recruiter: Resume Writing

Confessions from a Recruiter: Resume Writing

David Janssen

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David Janssen : Confessions from a Recruiter: Resume Writing before purchasing it in order to gage whether or not it would be worth my time, and all praised Confessions from a Recruiter: Resume Writing:

0 of 0 people found the following review helpful. Confessions of a Recruiter Excellent book! If you are looking for a job By Janet Chytka Confessions of a Recruiter Excellent book! If you are looking for a job, this book has everything you need to write the perfect cover letter and resume to get started. Whether you are new to the job market, fresh out of college or have been working for years, you will find what you need here. The author gives you plenty of examples

to follow. The book also gives you what not to put in your cover letter and resume, something you don't get in other books of this type. I highly recommend this book. 0 of 0 people found the following review helpful. If you use resume, you need to get this book!!

By Dave This is a great, straightforward guide to resume writing. The author breaks down the specific parts of a resume and gives modern advice to make it look and sound professional. I really like that so many HR professionals were surveyed, it really helps to know where my resume was lacking. I loved that there were some many resume examples. That was a tremendous help. I never thought to update my resume so often, great advice. Thank you for all of the tips, well worth it!!!

0 of 0 people found the following review helpful. Confessions from a Recruiter

By Ruth J. Pearson A must have book if you are looking for employment. This book will give you all the tools to write an effective resume. Detailed information from 15 years of experience.

Learn the secrets of writing an attention-grabbing resume in this comprehensive guide from an experienced HR professional. Drawing from over fifteen years of experience in recruiting, author David Janssen wrote *Confessions from a Recruiter - Resume Writing* to show job seekers how to compose a resume that is up-to-date, in tune with current trends, and contains precisely what hiring managers are looking for based on a survey of over one hundred human resource professionals. Using a clear, straightforward approach, Janssen begins by helping the reader understand everything a resume does. He then provides step-by-step instructions for creating a resume that highlights your strengths and is tailored to the position you're seeking. In addition to breaking down the specific parts of a resume, topics include: Types of resumes, Formats, Cover letters, Bullet points, Personal branding, Common errors and corrections, Action verbs, Frequently asked questions. A thirteen-question job accomplishment questionnaire helps readers with the all-important task of properly documenting work experience, and five cover letter examples and ten resume samples aid job seekers in creating resumes with confidence.

The resume--often misunderstood and frequently maligned--is a basic tool for anyone seeking a job which virtually every employer uses to screen applicants. In this book, Janssen demonstrates what makes a resume good or bad, offering the perspectives of the more than 100 human resource professionals he surveyed. The author covers the obvious, offering tips on gathering the appropriate information, types of resumes, format, and content, but readers can easily learn about these elements elsewhere. Of greater interest are the chapters that delve into resume nuances, such as how to use bullet points, "the heart and soul of your resume and your opportunity to brag about yourself and your accomplishments." Also useful is Janssen's overview of personal branding, in which he describes how to write a "branding statement" and discusses how one can protect one's own brand, particularly online: "Employers have reviewed social media accounts of current employees so be mindful of that. Your reputation takes a lifetime to develop and a moment to ruin." Interestingly, he says that most HR professionals he surveyed didn't think a cover letter "made a difference in their perception of the candidate." Still, Janssen endorses its use so that one may list the attributes that one brings to a specific position; he also believes that the resume itself should be tailored to the job for which one is applying. The "Exhibits" at the end of the book may be the book's most useful portion; in them, the author provides five templates for specific cover letters and 10 detailed examples of resumes with different formats and content types.

- KIRKUS REVIEW

About the Author David Janssen has over fifteen years of recruiting experience. He holds a bachelor's degree in human resource management, an MBA with a concentration in human resource management, and is a certified personnel consultant.