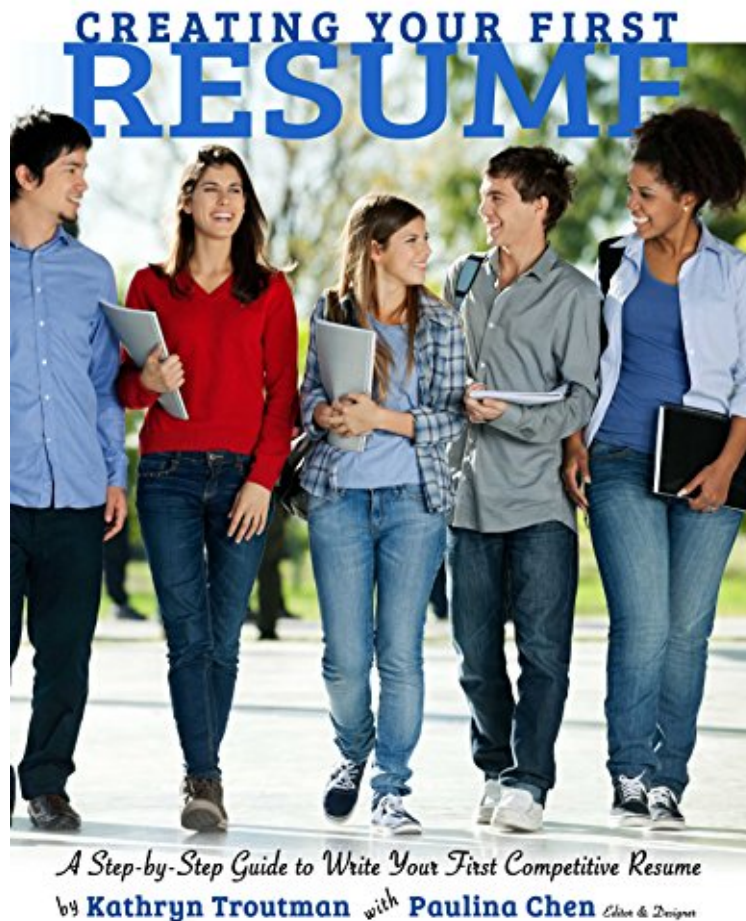


# Creating Your First Resume: A Step-by-Step Guide to Write Your First Competitive Resume

*Kathryn Troutman*

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**Kathryn Troutman : Creating Your First Resume: A Step-by-Step Guide to Write Your First Competitive Resume** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Creating Your First Resume: A Step-by-Step Guide to Write Your First Competitive Resume:

0 of 0 people found the following review helpful. How bad do you want that job? that internship? This is the tool you need. By Donna Morgan This book clearly shows how to make a positive impression with a resume tailored for your skills, accomplishments, and dreams. If you think you have no skills or accomplishments, think again: the author will coach you through with easy brainstorming activities offered only after a variety of examples. Although I bought this book for my son, I am planning on benefitting from some of the format illustrations for my own career goals. After all, the do's and don'ts for resumes today are not the same as when I wrote my first resume and it's important to have this

updated information. This guide answers all the detailed questions, but is presented with easy to read lists to check off and well placed, small chunks of usable information. I wish that the templates were available for these resumes, but the since content of the resume is just as important and I recommend using this book as a resource for generating your own resume, even if it's not your "first." Also, if you're Word or Adobe savvy, you can copy the styles you see. If not, you may want to take this book to someone who can take the types of skills and accomplishments this book encouraged you to generate and choose from the formatting examples and put it all together to create a similar looking resume. (OR, you can learn the formatting tools yourself with short and easy YouTube tutorials.) This resource provides examples geared for students seeking internships, new graduates starting their career, and even military veterans seeking civilian work. I'm glad I invested in it, and I think my son will be glad, too.1 of 1 people found the following review helpful. For Some of Us, Its Been a While. This Book Is Helping.By Robin Kay QuinnI remember writing resumes in my 20s and 30s, before I started my own business. Now its been many, many years, and I like how Creating Your First Resume really breaks down all the elements, without a lot of fluff to have to wade through. The coverage of the basic sections is a good reminder, and there are great examples of skills lists, types of accomplishments, and keywords selections. Im most excited about the sample resumes designed in the free HLOOM templates from Microsoft. Resumes sure have changed and gotten better looking! It also helps to see how others have presented what they have to offer in a compelling way. You can see that the author has a lot of experience writing resumes. This basic book is helping me write a strong resume in my spare time, as my life is very busy.0 of 0 people found the following review helpful. creating my first resume was an easy step-by-step process thanks to the resume formatsBy Parrish MossAs a current college student pursuing a degree in visual communications, creating my first resume was an easy step-by-step process thanks to the resume formats. Following the format of Emily Thompson's resume, I was able to quickly develop resume that best featured my current education, and experience in graphic/web design. I used HLOOM to create a beautiful layout for my resume and was inspired to re-edit the layout in Adobe Indesign! Because of Creating Your First Resume I was able to land an internship as Web Designer!

Creating Your First Resume is a book that will be used at high school and technical school programs nationwide. The new edition boasts brand new resume samples that represent the push toward STEM technical programs to provide training and certifications for high school students.In addition, the new book offers many realistic resume samples that will help students of all paths write a first resume that fits their needs.Independent Book Publishers Association 2016 Benjamin Franklin Book Award Gold Medal: Interior Design 1-2 Color Winner Foreword Reviews' 2015 INDIEFAB Book of the Year Award Independent Publisher Book Awards Bronze Medal in Reference Category2016 Bronze Medal Winner Global eBook Awards in Categories: Education and Careers/Employment

About the AuthorKathryn Troutman lives in Catonsville, MD and is the founder and president of The Resume Place, Inc., a service business located in Baltimore, MD. The Resume Place specializes in writing and designing professional federal and private-sector resumes, as well as coaching and education in the federal hiring process. For the past 40 years, Troutman has managed her professional writing and consulting practice, publishing, and federal career training business. With her team of 20 Certified Federal Resume Writers, The Resume Place advises and writes more than 300 federal resumes per month for military, private industry, and federal clients world-wide.Internationally recognized as the Federal Resume Guru by federal jobseekers and federal human resources specialists, Troutman created the format and name for the new federal resume that became an accepted standard after the SF 171 form was eliminated in 1995. She is the pioneering designer of the Federal Resume based on her first book, the Federal Resume Guidebook, which already is in the fourth edition.