

Damn Good Resume Guide

Yana Parker

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Yana Parker : Damn Good Resume Guide before purchasing it in order to gauge whether or not it would be worth my time, and all praised Damn Good Resume Guide:

0 of 0 people found the following review helpful. The Damn Good Resume Guide By Charles H. Wiseman This resume guide, despite that the cover makes it look a bit hokey, is the very best resume guide of all the resume books out there. It concentrates on making your resume one that employer will read and not toss away. It concentrates on teaching you, the writer, to draft a text that will let the employer know why you will be valuable to him. **WHAT I AM GOING TO DO FOR YOU!** The book does not concentrate on the the **NUMBER** of pages you write, the heft of the resume; rather, it concentrates on bringing out and expressing succinctly the best of assets that you have within yourself, in your past work and experience -- what will be valuable to the employer. The book does not emphasize recapping a litany of responsibilities and how many people you had working for you in a past position. Rather, it concentrates on bringing out **WHAT YOU CAN BRING TO TABLE FOR THE NEW EMPLOYER**. For those inexperienced or modest, the book's methodology helps elicit in bringing forth your assets; assets you were not thinking of. All the editions of this book are good but I find the earlier edition better than the more recent editions. 4 of 4 people found the following review helpful. Has helped me find more than one job By Summer Belle This is one of the best resume books out there. It includes the basics of resumes - work history, education, and things like that. **BUT...** It also gives many sample resumes and cover letters from real people who got the jobs they applied for. The resumes cover everything from people trying to change jobs, get a job just out of college, and people who have been doing the same type of work for years. The appendices were also extremely helpful. There is an appendix of action verbs - very helpful in creating an

"active" resume. There is an appendix on cover letters - very nice for folks who aren't sure how to write a cover letter. There is also an appendix of employer responses to the sample resumes - this was helpful because it showed how employers think. I highly recommend this one - it's helped me land more than one job and I've even lent it to friends and family who were job searching - and they all got jobs using the tips outlined in this book. 6 of 7 people found the following review helpful. **The Best Way to Build an Effective Resume** By A Customer This guide takes you step by step through the resume-building process, be it your first resume, or your your 2751st resume. By breaking the resume down into small parts, all of the tension and frustration is removed from the process. Numerous examples assist you in the page layout and overall design aspects, and act as simulations for various job-search situations. The Question Answer section shows how different prospective employers may view different resumes and styles. The Checklist for Building/Evaluating a Resume further simplifies the process. Overall, I'd say that this guide is definitely the only one you'll ever need to build an impressive resume, one that is fully customized to the specific job(s) the writer may be seeking. Its lessons are indeed practical, not to mention, easy to follow, learn, and use

Yana Parker has helped hundreds of thousands of job seekers write and refine their resumes to damn near perfection. Her resume guides have been praised for their user-friendly style and savvy advice and, rightly so, have become staples in libraries, career centers, and employment offices nationwide. Now, in this fully revised and updated edition of the best-seller, you can quickly garner resume-writing wisdom by following 10 easy steps to a damn good resume. Also included are completely new sections on formatting resumes and submitting resumes over the Internet. Here is a resume guide you can count on to help you get that resume done fast and get it done right.

"Most resume books are written for people with perfectly impeccable, straight-as-an-arrow work backgrounds. Yana Parker writes for the other 99 percent." -Joyce Lain Kennedy, nationally syndicated career columnist
About the Author
YANA PARKER launched her career as a writer and entrepreneur in 1978. Since publishing the national bestseller DAMN GOOD RESUME GUIDE in 1983, she went on to produce four more highly successful books for job seekers.