

# 1,001

The "Hire Me"  
Words That Set Your  
**Cover Letter, Resume,**  
and **Job Interview**  
Apart

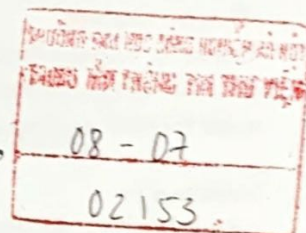
# PHRASES YOU NEED TO GET A JOB

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**NANCY SCHUMAN, CSP**, Vice President of Lloyd Staffing, and **BURTON JAY NADLER**

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 **Adamsmedia**  
Avon, Massachusetts

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# THE WINNING WORDS

Excess e-mail, endless online searches and media subscriptions, 24-7 smartphone access, and the list goes on . . . The information age has created a massive influx of material to wade through on a daily basis to get to the heart of any matter. By necessity, time-strapped employers have become scanners, desperately searching for the juicy nugget that stops them in their tracks because it delivers what they need. This book is packed full of winning phrases that make you stand out in a sea of noise. The right wording can set you apart from hundreds of applicants, all vying for the same position. If you want to ride the fast lane to the job of your choosing, you've got to wow them with words from your cover letter to your resume to the final interview.

What you say and *how you say it* can work for you in powerful ways that you can literally take to the bank. But these words can just as easily work against you if you're unable to cut to the chase and promote your genius in a persuasive manner. That's where this book becomes invaluable. It will teach you how to sell yourself, and inside you'll find the most magnetic keywords and phrases to help you do just that. From the cover letter and resume on to the job interview and the follow-up, you'll discover tested advice that will put you out front in *all* stages of your job search. With

1,001 phrases, keywords, and action verbs that compel employers to give you their undivided attention, you'll never find yourself struggling with writer's block or grasping for the right thing to say. What's more, you'll find the industry-specific terminology that's like music to your employer's ears.

You see, it doesn't matter if sales is the furthest from your chosen career path; for now, you need to acquire the skills of a master salesperson and use them to broadcast your passion, strengths, and unique talents to your prospective employer. By learning how to string together powerful phrases and honing in on the words that employers most want to hear, you will not only get noticed, but you'll bolster your confidence and find a direct path to "You're hired!"