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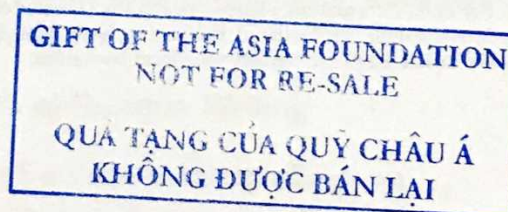
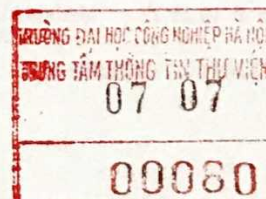
101 *More* BEST

RESUMES

JAY A. BLOCK & MICHAEL BETRUS

101 More Best Resumes

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Contents

Contributors	vii
Acknowledgments	ix
Alphabetical Listing of Resumes	xi
1 How to Use This Guide	1
2 How Will You Find That Dream Position?	3
25 Unconventional Techniques for Uncovering and Securing New Opportunities	4
25 Networking Tips	6
25 Tips for Job Searching While Still Employed	8
25 Tips for Working with Executive Recruiters	10
25 Tips for Using the Internet in Your Job Search	12
3 What Skills Do You Possess?	15
4 And a Resume Is ...	19
5 Successful Styles and Formats for Resumes	21
25 Resume Writing Tips	25
6 The Five P's of Resume Writing	27
7 Anatomy of a Career Design Resume	31
25 "What Do I Do Now That I Have My Resume?" Tips	37
8 Cover Letters	41
25 Tips for Writing Cover Letters	44
9 Ten Action-Oriented Cover Letters and Broadcast Letters	47
10 101 Career Design Resumes That Will Get You Hired!	59
Index by Industry/Job Title	195
General Index	199

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MICHAEL BETRUS

1

How to Use This Guide

Welcome to our second resume book. Our first resume book, *101 Best Resumes*, has been such a huge success that we have brought you this new installment in the series, along with *101 Best Cover Letters*. These books are very benefits intensive. Many books on the market have comparable inventories of resumes, but the resumes here, created by members of the Professional Association of Resume Writers and us, are more updated with the latest trends as well as classic layouts.

This book reviews the key structures of a successful resume, as well as offering new insights into the impact the Internet has had on resumes and tips on e-mailing your resume. We also present 101 new cutting-edge resumes, 10 new cover letters, and new tips on getting that dream position.

The largest portion of the book is dedicated to showcasing the best resumes that members of the Professional Association of Resume Writers have created for their clients. Every resume has been produced by a Certified Professional Resume Writer and was actually used by a client.

We have done enough research on this subject to know that most people buy a book like this for the sample resumes it provides, and the instruction that accompanies them may or may not be read. So, if you choose not to read the guidelines we have set forth, please consider the following tips in using the book:

- Even if a particular sample resume is not in your area of expertise, we feel you will benefit by looking it over anyway. It may include an appealing for-

mat or approach you will like. For example, many different headlines and title styles are sampled.

- Take a good look at the boxes of hints given on the resumes. We've tried to make it easy for you to see the strategies the Certified Professional Resume Writer used in designing those resumes.
- Notice the relaxed writing style in the cover letters. Try not to write in too stiff or formal a manner.

Again, look at the many sample resumes provided by the Certified Professional Resume Writers. Whatever you do for a living, you should still look at the formats of **all** the resumes for ideas on layouts, different ways of writing, and the impact of including graphics and clip art in your resume. The resumes also exemplify a variety of ways that people have utilized the "Five P's" you will learn about in Chapter 6.