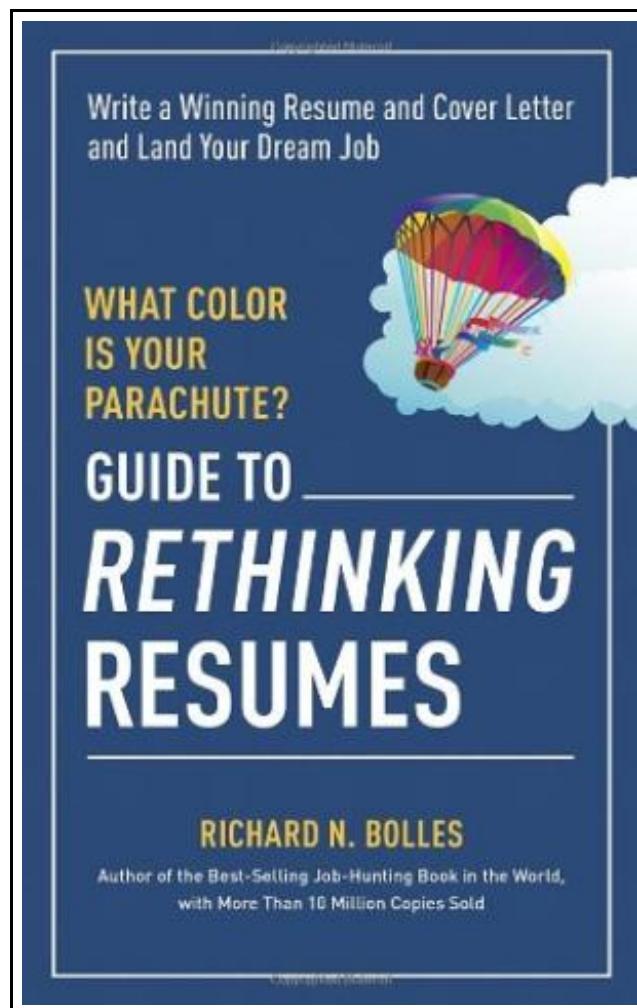


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Random House USA Inc, United States, 2014. Paperback. Book Condition: New. 203 x 124 mm. Language: English. . Brand New Book. The first resume book from the What Color Is Your Parachute? career guru Richard Bolles. Resumes get an average of eight seconds of attention before going in the trash or getting on the shortlist. That's just one of the findings reported here, as legendary career expert Richard N. Bolles presents new research about resumes in a guide that summarizes everything job-hunters and career-changers need to know about this essential tool. This timely resource features the latest research on important resume topics such as key words, soft skills, scanning software, social media, and online posting. Bolles argues that on the basis of what we now know, we need to rethink what a resume is and how it should be written. He details the words that must be avoided, and the words that must be used, on a resume that wins you interviews. This slim volume distills a huge amount of information down to its very essence. Armed with tips and shortcuts based on the author's decades of experience, you can craft a resume and cover letter that will stand out to your dream employers and increase your chances of getting interviews and landing jobs.



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