

A resume is like the first thirty seconds of a blind date-one with a prospective employer. That's all the time you have to get a hiring authority's attention and-hopefully-an interview. A bad resume will absolutely eliminate you from the competition. Building a strong resume is the single most important step in landing a new job. The Everything Resume Book, 3rd Edition is your one-stop resource for crafting a resume that will highlight your skills and experience to get you the job you want. This hands-on guide offers helpful hints on format and presentation and includes the most up-to-date guidelines for using the Internet in your job search. This completely revised and updated edition includes new information on: Job boards and the best Web resources for job seekers Using resumes as a personal brand The advantages and disadvantages of video resumes Social networking sites in the job search Generation gap issues relating to resumes Resume blogs Bursting with more than 100 sample resumes for a wide range of professions, this guide contains the information you need to command a prospective employer's attention and score that all-important interview.

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