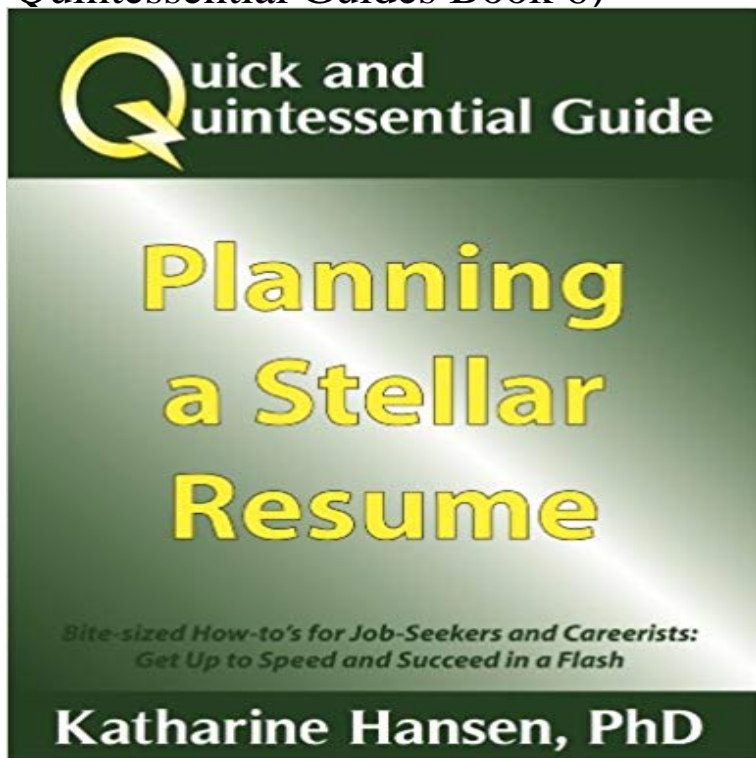


Quick and Quintessential Guide: Planning a Stellar Resume (Quick and Quintessential Guides Book 6)



Quick and Quintessential Guide: Planning a Stellar Resume is a planning guide for resumes. It breaks resumes down into their most basic components and tells what you need to know to craft each component into a compelling part of a stellar, attention-getting resume. It's a step-by-step planning guide to ensuring that your resume is a sales pitch that conveys your distinctiveness, passion, and unique understanding of the business environment. The book shows how your resume can answer the employer's question: Why you over any other candidate? Clearly, uniqueness is closely related to both branding and focus. If your resume conveys a sharp focus, as the book teaches, the reader can instantly visualize you in the position you seek. If your resume is branded, as the book advises, it immediately communicates your promise of value. The uniqueness factor takes your resume to the next level by portraying you as not only in the position but the best person for the position, even the only logical choice for the position. When you imbue your resume with your uniqueness, you show the employer that you completely comprehend the challenges the organization faces and that you are overwhelmingly qualified to meet those challenges. If you have adequately sold your uniqueness, the reader reviewing your resume should say, This person gets it. The book is organized around the most important and pervasive aspects of writing an effective resume: the top-tier aspects that impact most parts of the resume: Focus, Transferable Skills, Accomplishments, Keywords, and Appearance. The book also includes a second tier of resume considerations: Action Verbs, Branding, as well as Formatting and Readability. One chapter provides an outline for putting the components of your resume together. Most chapters link to companion worksheets that

help you plan your resume. The book is intended as a relatively short, digestible guide on resumes; it is not encyclopedic, and its not a sample book, though you'll find links to samples.

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