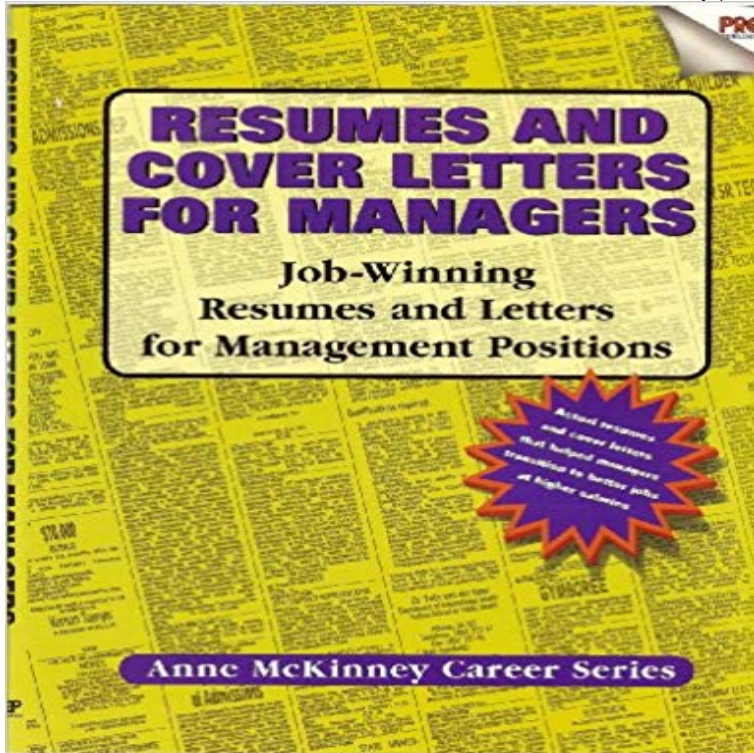


Resumes & Cover Letters for Managers (Real-Resumes Series)



Destined to become the bible for managers who want their resumes and cover letters to open the maximum number of doors while helping maximize salary negotiation. From office manager to CEO, managers trying to relocate to or from these and other industries and fields will find helpful examples: Banking, Agriculture, School Systems, HR, Restaurants, Manufacturing, Hospitality, Automotive, Retail, Telecommunications, Police, Dentistry, Social Work, Academic Affairs, Non-Profit, Childcare, Sales, Sports, Municipalities, Healthcare, Operations, and much more. Praise for this book and other books in the Real-Resumes Series: These excellent new guides don't just provide the usual coverage on how to write a resume. They provide industry-specific examples, industry-specific tips and cautions, and industry-specific strategies based on real-world resumes. Since many technical types aren't writers, this comes as a special gift; select a winning format, plug in your background specs, and away you go. It's that easy--with Real-Resumes in hand.--The Midwest Book Review Distinguished by its highly readable samples. Library Journal For anyone hoping to enter or change fields in the job market and wondering how best to compose a resume or cover letter, this thoughtful resource should come as a welcome and valuable tool. Editor Anne McKinney has an MBA from Harvard Business School and over 30 years of directing a professional writing and career consulting team that has helped people advance in their fields, change careers, or secure a first job after college graduation. Here she has compiled more than 100 examples of resumes and cover letters that address every conceivable occupational and employment field, with a separate section for career changers. It begins with a blueprint for planning an effective job campaign that covers how to use your resume and cover letter and

researching companies to preparing for an interview and negotiating salary. The next section features resumes and cover letters that experienced professionals used to land jobs from accounting to transportation. Examples from students and college graduates, and people changing careers round out the guide. Small Press Magazine Part of an excellent real-resumes series. The Book Reader Testimonials from people who have effectively used this book: A book showing managers how to market their skills and experience is what I was looking for. This book shows resumes that talk the language of business, and I learned how to present my accomplishments related to market share growth and profitability increases. At last, I found a pleasing format to show off my track record of accomplishment. Tooting my own horn doesn't come naturally for me, but this book showed me how to do it in a tasteful way. -- E. Koch, Telecommunications Manager When I was unexpectedly downsized in a poor economy, the headhunters who used to call me no longer offered employment opportunities. Thank heavens I found this book, because a generic book on resumes would not have helped. I needed a book that showed resumes used by middle managers and executives. I had many Ah ha moments while reading the resumes in this book. The 288-page book contains sample after sample, and I liked the way the book shows the cover letters that accompanied the resumes. By tailoring the language to my unique circumstances, I regained my confidence in my own abilities and accomplishments. The result was multiple job offers in a weak economy. S. Ferrell With the resume and cover letter I prepared using this book, I transitioned from store management into pharmaceutical sales. I learned how to sell my potential to do something I'd never done before! --Chris G. Because of the resume and cover letter I wrote based on samples in this book, I boosted my salary by \$35,000. --Bill J.

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