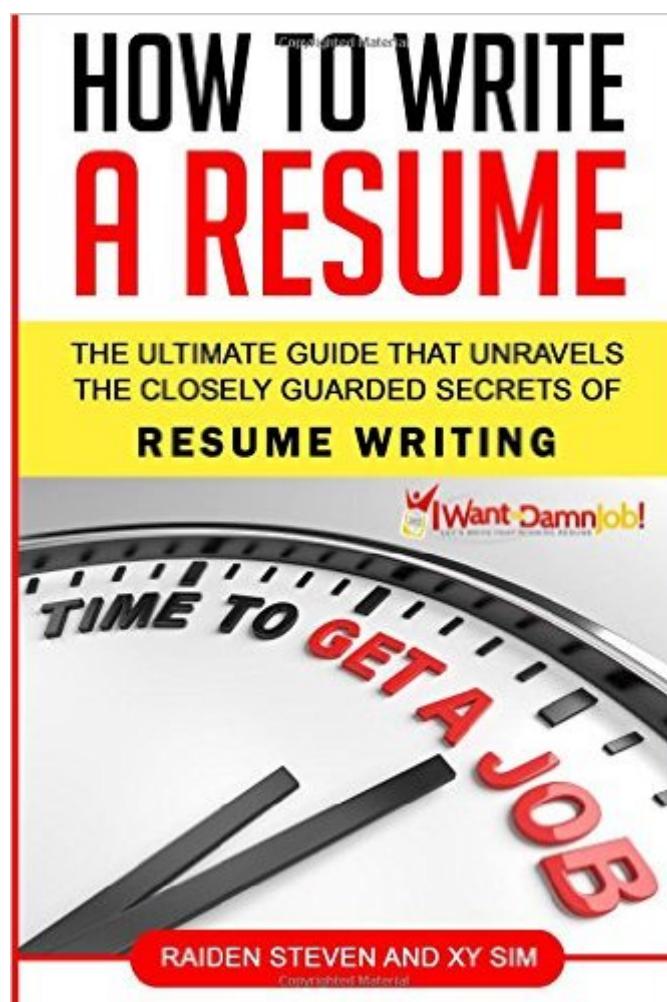


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# How To Write A Resume: The Ultimate Guide That Unravels The Closely Guarded Secrets Of Resume Writing (Volume 1)



## Synopsis

Let's face it. It's extremely important to know how to write a Resume because a strong Resume is the 1st step of succeeding in the recruitment process where you'll make it to the job interview. You have to be able to sell yourself well, so well that the Hiring Manager is able to see the extraordinary value that you're capable of delivering. Do you know how to write a Resume? If you do, you should know... - Before learning how to write a Resume, you must first know what to write in your Resume. Without quality content, the Resume will be severely 'malnourished' - Simply describing what you've done in detail is not enough - A powerful Resume is one that places sufficient emphasis on both the descriptive part of what has been done and what has been achieved! - Job Seekers that do not use numbers in their Resumes are severely short-changing themselves. - It's critical that you get someone else to proof-read your Resume for you after you've done to eradicate typos & other mistakes. You're about to discover a one-stop reference guide detailing a comprehensive approach and a step-by-step system on what needs to be done in order for you to effectively write a winning Resume. It is an excellent resource for all job seekers who wish to learn how to write a Resume. Here Is A Preview Of What You'll Learn... 1) The 6 Core Principles of Resume Writing - Every interview-winning Resume has certain distinct characteristics so make sure yours have them as well if you want your Resume to make it to the next round of the recruitment process. 2) Profile Your Strengths - This is where it all starts. You'll harness useful information from your memories systematically and these form into the content of your Resume. You have to know that 'what to write' comes before learning 'how to write'. Get the basics right first. 3) The Resume's Structure - The information from your Resume has to flow across to the reader in an orderly way in order to maximize the attention span the reader has on your Resume. Find out how this can be done with this standard 8-point structure. 4) Writing the section on Past Work Experience - This is the most difficult section of the entire Resume. Get this section right and you'd have raised the chances of securing job interviews significantly. Sadly, most folks get this part wrong. 5) The Power of Numbers - Numbers have the capability to tell a powerful story; increasing the firepower of a statement tremendously if used strategically. Most people however, don't use it and that greatly discounts the significance of the individual's contributions. 6) Writing the Cover Letter - There is this misconception that you can put in the cover letter whatever that you can't put in the Resume due to space constraints. Wrong! The Cover Letter and Resume should complement each other and not supplement. Learn how you can use the Cover Letter strategically to your advantage. 7) The Internet and You - In our digital age, the internet is a double-edged sword that can cut your chances of securing job interviews without

you even knowing it. Find out how that is possible and what you can do about it And Much, Much More!

## **Book Information**

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## **Customer Reviews**

Raiden does a splendid job hammering out everything you need to do in order to get your resume looking great and even better landing you that interview you need and want. The resume is just the key to get you to an interview where you can get a job. Having a bad resume will stop you from even being called back. So, do yourself a favor and read this book. Raiden covers what exactly a well written resume looks like. In addition, Raiden focuses on how to write with Impact in order to ensure your words are received best. This book covers everything from A-Z and should be your first step into taking a poorly written resume and transforming it into a job winning one right away!

This book really is the ultimate guide to write the best resume possible. It's analytic scope was breath taking. Raiden Steven and XY Sim broke down the formula to an amazing resume into 6 core principles, and went into detail on each. I immediately put their tips into practice and have gotten "wows" from every person I've shown my resume to, and I've actually gotten a call back from a possible employer! On the first try! I really couldn't be happier with what I learned. If you want the best chance to get noticed when applying for a job, pick this gem up.

How to Write a Resume clearly goes through the process of resume writing, making it easy for anyone to write an effective resume or improve their already existing resume! The authors take you

through the parts of a resume and how to make greater impact while writing these parts. The many examples given helps the reader better understand how to make their writing more impactful! Especially important are the chapters on the destructive power of the Internet and using LinkedIn during your job search! By following the tips and techniques covered in this book, I am already seeing improved results in my job search!

A very good over view that everyone should read before tackling writing a resume. A resume is one of the more important documents a person will write in their life, remember a good resume maybe the difference between that dream job that has great pay and the average job that makes you feel like you are wasting your life.

The author highlighted the important principles of writing a resume. For sure this book will be useful, I recommend this as it gives the objective of presenting ourselves in a right way through a piece of paper.

I found this book very useful as it is informative and lays the foundation of writing a good resume. Whether you are new or an experience job seeker you will find some form of value in this book. I will definitely be putting some of the tips to improve my resume.

writing a resume is a very vital process. It can change the whole of your life. A good resume is your portal to new jobs. It is your front. This book is very powerful. It starts out with the basics. It shows you how to write the right resume to get hired in jobs more often. It makes you familiar with standard corporate practices. The book walks you through each and every element in writing your resume. It also shows you how to write a very effective cover letter. at the last chapter it shows you how to use LinkedIn to look for potential jobs. This will speed' the process of searching for new jobs. I found this book very useful and informative. I think everyone should read this book. I wish good luck for all of you. Happy hunting for your next job.

Good instructions on how to write an resume and cover letter. I've already put these tips into action and feel more confident apply to jobs now. And there were some nice interview tips too that I can put to use if I get some call backs.

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