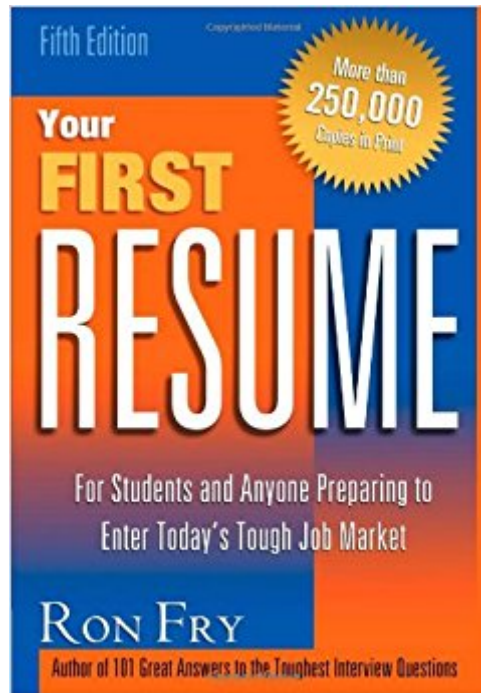




The book was found

Your First Resume



Synopsis

In *Your First Resume*, the author tackles the tough questions about making a resume stand out from the crowd- 20 seconds, he says, is all the time you've got to convince a screener that your resume is worth a closer look- 20 seconds to shout, "Read Me!" As a seasoned job-search author, he can provide all the information needed to create outstanding, job-winning resumes. Constructing a first resume requires following some basic rules and "bending" others. The author sorts it all out and provides 18 tips for the best-looking resume, essentials that absolutely can't be left out and the definite no's, some optional elements to include, and advice on using power words for impact, posting a resume online, and words of wisdom for women.

Book Information

Series: Your First Resume

Paperback: 188 pages

Publisher: Delmar Cengage Learning; 5 edition (September 15, 2001)

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Customer Reviews

Ron Fry is a nationally known proponent for the improvement of public education and an advocate for parents and students playing an active role in strengthening personal education programs. In addition to being the author of the best selling *How to Study* series, which has sold over two million copies to date, Fry has written more than 30 different books with the intention of providing resources to assist in education reform to realize his ultimate goal of achieving optimum student success.

Perfect for my high school business students.

The book came in less than a week and it really prepared me for an interview that I had that same week. I got the job too! Haha. I'm a recent college grad so it helped a lot and touched on everything from writing a résumé, a professional letter, and how to answer questions at an interview. No complaints.

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