

4 great books on resume writing

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Date : November 4, 2010

Resume writing is a difficult task. While you can research information online, or seek assistance from a professional resume services, it is always helpful to have resources on hand that can assist in writing a new or rewriting your existing resume and/or cover letter. The following four books can provide you with a wealth of information on resume writing

The first book you should consider is called *The Elements of Resume Style*. It was written by S. Bennett.

This book, as its cover states, will provide you with great advice on writing resumes and cover letters. Here, you will find valuable advice of working through and setting your career goals, marking your qualifications, delivering your resume to your employers and composing your cover letter. The author is not afraid to discuss the commonly made mistakes, the importance of knowing what you want to do in your career, sentence structure, and even salary requirements. This book makes for a great resource for both beginners and experienced resume writers.

The second book is titled *Competency-Based Resumes* and was written by two writers, Kessler and Strasburg.

Competency-Based Resumes is a great resource for professionals that are confident in their career objective and are searching for a more targeted way to develop their resume in order to get noticed in the specific industry of their interest. The book discusses techniques used by employers at various industries that scan resumes in order to determine applicant's experience based on their work habits and skills. The book offers you a new and effective way to create resumes that makes your skills and your education the number one priority, and provides you guidelines of highlighting specific areas in order to create a winning resume.

The third book contains *101 Best Resumes* and was written by Block and Betrus.

Members of the Professional Association of Resume Writers have come together to provide 101 best resumes for this book. The sample resumes included in this book will show you what winning resumes look like, and help you in creating an effective resume of your own that will get you the interview and the job. The book discusses personalizing your resume to positions that you want, highlighting your qualifications, developing your resume and writing cover letters. In addition, you will get some great advice on what to do once your resume is ready and how to win over your potential employer in an interview.

The last book of choice has *Resumes That Knock 'em Dead* and was written by Yate.

This bestseller will teach you everything you need to know to get started in resume writing. It is a perfect read for beginners as well as those who have not written a resume in a long time. The author discusses how to gather all the information you will need to get started with writing a resume, how to choose the verbs you include in your statements, select the appropriate format and how to go about submitting your resume via email or the Internet. In addition, this book

provides a great sag-way into cover letters, and how to create one that best compliments your resume.

Each of these books can be found in your local bookstore or your library. They provide more than a great starting point; you can hold on to these books and use them as ongoing resources as you move forward in your career.