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The Smart Résumé Book The Google Resume

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for a preview), 10 premium cover letter

templates), a few basic traditional resume

templates, and a sample resignation (or two

weeks' notice) template. All templates are

templates (they match the resume

premium resume templates (see inside book

passive candidates on the web. Heavy on

visuals and light on text, this book is written

and designed for the short attention span of

recruiters, sourcers and the companies that

in .docx format and are best edited in the Microsoft Word software. If you do not have Microsoft Word, you can usually download a free trial. Google Docs may also work; however, formatting errors may occur if you use other programs other than Microsoft Word. These templates must be downloaded online using information at the end of this book. Why Do You Need a Custom Resume Template? Your resume is the very first step in getting a job. When you begin searching for a job, you'll ultimately be uploading or submitting resumes to various employers. If you turn in a poorly constructed resume—it could get tossed in the trash. You want a resume that will stand out and grab the hiring manager's attention. That's why I contracted a graphic designer to create 10 professionally designed resumes—all with nursing/healthcare themes. These resumes include all of the major sections. All you have to do is fill in your own information. They are completely customizable, and you can edit the text, add sections, or change them any way you want. You also get the 10 beautifully designed cover letters that match the resumes. You also receive a resignation template—for occasions when you need to leave your current job for a better opportunity. One resume template alone would be worth the price. However, you're going to receive all 10 professionally designed resume covers, along with cover letters and this short job guide. About the Book This book was designed to give you the information you need to strategically find a job. You'll get information on compiling your resume, tips on how and where to submit your resume, tips when sitting for an interview, tips on leaving your old job, and tips on advancing your career. This is not just a book—this is a this platform and let them become knowledgeable of job tune-up. The guide is short and to the point, and focuses on the information you need to start finding a job immediately. The writing your first job resume can feel like a challenge. author, S.L. Page, shares her insights into getting a job. She combines her personal experiences along with the advice of nurse managers she's spoken with through the years. What This Book Package Includes: -10 beautifully designed resume templates -10 matching cover letter templates -A resignation/two weeks' notice template -The paperback book (to help you find a job). Template Requirements Templates are in .docx format. It is best to use Microsoft Word to edit them. Google Docs, a free alternative, may work okay—but some minoreffective, downloadable resume template in Google formatting errors may occur. For absolute best results, we recommend using Microsoft students - New college graduates - Internship seekers Word to edit the templates. Template

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The Complete Guide to Writing Effective R é sum é Cover Letters AMACOM

The name Google has long been associated with technology and a platform that you can trust for anything. It has a wealth of information and users can get up to the minute information to them with a simple search. The developers of Google have extended the platform and have now created a platform called Google Resume. Essentially it is a platform that is used to produce a professional resume by helping the user to do this. It is effortless and helps the user to produce a resume in a short amount of time. There are many resume templates that are professional and trendy from which the user can choose. It is quite easy to choose and modify any one of the templates so it can match your individual taste. This book will seek to introduce the reader to what can be done when using this service. Cracking the Tech Career John Wiley & Sons Getting your first job is an exciting milestone, but Even if you don't have much full-time work experience, you can write about something else. That also can make you qualified for many entry-level positions. If you are worried about writing your first resume or are struggling with the task, you're not alone! However, don't worry. This book will help you overcome this challenge. You get everything you need to create an effective, interview-getting resume that uses intelligence and science! INCLUDES: 1. Step-by-step illustrated instructions on how to write and design your resume, correctly. 2. Research exercises to explore happiness needs, job skills, salary ranges, and personal branding. 3. Clear coverage of writing and graphic design for resumes. 4. Job-seeker Docs and Microsoft Word Perfect for: - High School Job changers

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"Lose the R é sum é ' breaks down every matters and what doesn 't." - The New York Times Book Review Lose the resume and land that coveted job Gone are the days of polishing up your resume and sending it out at random. At every level today, you need to "lose the resume" in order to land the right job. In other words, you have to learn to tell a story about yourself that speaks to your competencies, purpose, passion, and values. Lose the Resume, Land the Job shares the new rules of engagement: How you must think, act, and present yourself so you can win. Based on inner exploration drawn from the IP of the world's largest executive recruiting firm, the book gleans insights and stories (the good, the bad, and sometimes the ugly) from Korn Ferry recruiters across the globe who work with thousands of candidates each day. It helps you gain a deeper perspective on who you are, what you' re passionate about, the cultures in which you fit, the kind of bosses you should work for, and where you can bring the most value to organizations. • Includes assessments, questionnaires, and other tools

 Candid advice for young professionals through middle managers • Offers trusted guidance from the same firm that has shown 8 million executives how to achieve their career goals, and that puts a professional in new job every three minutes • Helps you build a plan for the future so you can contribute more to the next employer Getting a job and, more importantly, building a career has never been more complex. Lose the Resume, Land the Job helps you score the positions that align with your passion and match your attributes and that will put you on a trajectory toward bigger and better things.

Make A Great Resume To Your First Job Van Helostein

"Lose the R é sum é ' breaks down every aspect of job hunting, explaining what matters and what doesn 't." — The New York Times Book Review Lose the resume and land that coveted job Gone are the days of polishing up your resume and sending it out at random. At every level today, you need to

" lose the resume " in order to land the right job. In other words, you have to learn to tell a story about yourself that speaks to your competencies, purpose, passion, and values. Lose the Resume, Land the Job shares the new rules of engagement: How you must think, act, and present yourself so you can win. Based on inner exploration drawn from the IP of the world's largest executive recruiting firm, the book gleans insights and stories (the good, the bad, and sometimes the ugly) from Korn Ferry recruiters across the globe who work with thousands of candidates each day. It helps you gain a deeper perspective on who you are, what you ' re

passionate about, the cultures in which you fit, the kind of bosses you should work for, and where you can bring the most value to organizations. •

 Candid advice for young professionals through middle managers • Offers trusted guidance from the templates that you can use and plugin your career same firm that has shown 8 million executives how to achieve their career goals, and that puts a professional connection strategies. If your looking to land your in new job every three minutes • Helps you build a plan for the future so you can contribute more to the next employer Getting a job and, more importantly, building a career has never been more complex. Lose the Resume, Land the Job helps you score the positions that align with your passion and match your attributes — and that will put you on a trajectory toward bigger and better things.

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How to Say It on Your Resume Createspace Independent Pub

Obtain a Six-Figure career resume, this book will help you with your career goals to make a six-figure to land that dream job interview. The strategies, in this book, have helped thousands of job seekers land quality careers, within the job market, at some of the world's top companies. Including Fortune 500 Firms, Technology Firms, Government, Law Firms, and more. Some of the jobs that this e-book has helped readers obtain, include: -Technology Positions - Executive Roles - Corporate jobs -Management -Sales -Government Contractor

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If you're a recruiter who wants to find some effective ways to find potential candidates to recruit through the internet, or a job hunter wants to know how the recruiters find people through the internet, this book is for you. This is a quick and easy guide to finding free resumes and passive candidates on the web. Heavy on visuals and light on text, this book is written and designed for the short attention span of recruiters and the companies that employ them. With the job-seeker, this book will open your eyes to how recruiters search looking for work but are being contacted for jobs that you will most likely, never hear about. In this book, you will learn: - How to find qualified candidates that do not have their resumes posted online. - What you should do before sourcing resumes online. -Why you should use more than one search engine - How to find free resumes on Google How to find free resumes on Yahoo - How to find free resumes on Bing - Secret search commands that are exclusive to Google -How to build resume search strings for finding candidates - How to find resumes your competition has overlooked - How to use Google resources to find passive

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candidates

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