



Winning Resumes, 2nd Edition

By Robin Ryan

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A new and improved edition of the ultimate resume guide

A career coach and syndicated columnist shows how to use her powerful Goldmining technique to create the most effective resume possible. This remarkable technique is a seven-step process that brings out all of the candidate's most marketable skills and accomplishments. This new edition is updated to offer even better career advice from one of the foremost authorities on job search and hiring practices, including all the newest information on the best ways job hunters can use the Internet to their advantage. Includes a list of dozens of mistakes to avoid and ways to make the resume stand out as much as possible. Also featured are tips from human resources personnel and hiring managers on key mistakes applicants make on their resumes.

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Winning Resumes, 2nd Edition By Robin Ryan Bibliography

- Sales Rank: #115753 in Books
- Published on: 2002-10
- Released on: 2002-10-17
- Original language: English
- Number of items: 1
- Dimensions: 9.96" h x .72" w x 7.01" l, 1.11 pounds
- Binding: Paperback
- 288 pages

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Editorial Review

From the Back Cover

"Robin Ryan is one of the nation's foremost authorities on what it takes to get a job in today's market."

—*Tampa Tribune*

MAKE YOUR RESUME STAND OUT FROM THE CROWD

With the expert advice of Robin Ryan, one of America's top career coaches, thousands of job hunters have beaten the competition and landed their ideal jobs. Her innovative and simple step-by-step plan incorporates the results of an extensive, nationwide survey of hiring managers and human resources personnel to offer proven, world-class job hunting techniques and strategies.

You'll create powerful, attention-grabbing resumes, avoid costly mistakes, and learn to sell yourself and your skills to the employers you want to work for. With Ryan's proven and highly effective Goldmining Technique™, you'll have employers hunting you. This newly updated Second Edition features even more Winning Resumes, examples of what not to do, and new chapters on using the Internet, marketing yourself, and much more:

- Fatal mistakes to avoid as viewed by human resources professionals who've seen it all
- World-class resumes that landed interviews—and jobs
- A new section for top executives in the \$100K+ range
- Special sections and sample resumes for new college graduates, career changers, members of the military, and those seeking promotions
- Tips on using electronic media to get your resume in the right hands at the right time

"There's a reason why Robin Ryan is America's #1 career coach. She knows exactly what it takes to get hired. Follow her formula to create a resume that will definitely land you the job."

—Mark Tranter, founder, America4Hire

"The best test was when I tried Robin Ryan's techniques myself and landed a terrific job, which makes it easy to enthusiastically recommend this book for anyone wanting to write a top-notch resume."

—Sandy Dehan, HR Manager, Fortune 500 company

"No one responded to my resume until I used Robin Ryan's technique and then ten employers called from the first dozen I sent out. Her coaching helped me land a terrific new job in no time."

—Bob Cowan, client

About the Author

ROBIN RYAN is the bestselling author of *60 Seconds & You're Hired!*, *Winning Cover Letters*, and *What to Do with the Rest of Your Life*. She has appeared on 700 TV and radio shows, including NBC Nightly News and Oprah, as well as in most major magazines and newspapers, including USA Today, The Wall Street Journal, Money, and BusinessWeek. She has also been a Seattle Times career columnist for nearly six years.

Users Review

From reader reviews:

Dawn Williams:

The e-book untitled Winning Resumes, 2nd Edition is the publication that recommended to you to read. You can see the quality of the publication content that will be shown to anyone. The language that publisher use to explained their ideas are easily to understand. The copy writer was did a lot of research when write the book, and so the information that they share to your account is absolutely accurate. You also could get the e-book of Winning Resumes, 2nd Edition from the publisher to make you a lot more enjoy free time.

Joel Barnhardt:

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William Marsh:

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Lisa Gregory:

As a scholar exactly feel bored to be able to reading. If their teacher inquired them to go to the library as well as to make summary for some reserve, they are complained. Just little students that has reading's heart or real their leisure activity. They just do what the instructor want, like asked to go to the library. They go to right now there but nothing reading seriously. Any students feel that reading is not important, boring along with can't see colorful pictures on there. Yeah, it is to get complicated. Book is very important in your case. As we know that on this period, many ways to get whatever we wish. Likewise word says, many ways to reach Chinese's country. So , this Winning Resumes, 2nd Edition can make you experience more interested to read.

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