



Resumes That Mean Business: Third Edition

David R. Eyler

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Resumes That Mean Business: Third Edition

David R. Eyler

Resumes That Mean Business: Third Edition David R. Eyler **The practical advice you need to write a great resume**

Resumes that Mean Business tells you how today's employers evaluate a resume and helps you create the right resume to land the job you want. Whether you have years of job experience or you're starting from scratch, this newly revised book (Third Edition) offers personalized advice for your resume.

Fully updated for today's electronic workplace, this book includes up-to-date information on:

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Using the computer, fax and videotape to your advantage

Creating an electronic resume

Articulating technical skills clearly

Resumes for special situations: returning to the workplace, establishing a second career, seeking work-study arrangements and more

Much more than just a resume guide, this book will teach you to:

Design a personalized resume tailored to your specific needs and qualifications

Zero in on the keywords of your resume for the most effect

Prepare professional letters to market your job talents

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Use the trends in the work force to choose the right field for you

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