



Career & Job Information in Science: Resume Writing Sources

- Career Books
- Resume Writing Sources
- Science Careers
- Find Information on Businesses & Companies
- UT Arlington Career Services

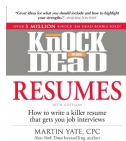
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Guides for Effective Resumes



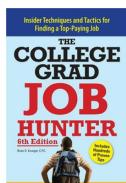
Knock 'em dead resumes : how to write a killer resume that gets you job interviews by Martin Yate

Call Number: HF5383 .Y38 2012

ISBN: 9781440536816

Publication Date: 2012-10-18

Move your resume to the top of the pile! At a time when companies can draw on resume banks containing millions of documents, you'll need to create a concise and powerful resume if you want to stand out. Using his twenty-five years of experience, New York Times bestselling author Martin Yate has built a set of rules for creating the most effective document to get you noticed. He'll guide you through every step of the writing process as well as provide you with all-new examples of industry-specific resumes and those that cover every stage of your career. Yate also offers valuable advice on how to submit a resume electronically, what to include on social marketing profiles, and how to make the most of keywords so that search engines find your resume quickly. With Knock 'em Dead Resumes, 10th Edition, you'll grab employers' attention - and score the job you want!



The College Grad Job Hunter by Brian D. Krueger

Call Number: HF5382.7 .K78 2008

ISBN: 9781598695472

Publication Date: 2008-01-01

The College Grad Job Hunter, 6th Edition offers hundreds of proven techniques that permit recent graduates to stand out from the crowd looking for their first job. The book explains what graduates need to know about how to get hired, how to prepare, what to do and say, and not do and not say--all the way through the hiring process. The author shares tactics that show first-time job seekers how to: * Develop the best resume and cover letter * Use the Internet to broaden a job search * Get interviews with the best companies, on and off campus * Make a great impression at the interview and generate job offers. The College Grad Job Hunter, 6th Edition is essential reading for any college graduate who wants to find a great job! AUTHOR: Brian D. Krueger, C.P.C. (Cedarburg, WI), a Certified Personnel Consultant, is the Vice President of Global Recruiting for a Fortune 500 company. He was recently awarded the Recruiting and Staffing Best in Class (RASBIC) Award as Industry Leader of the Year. He is also founder and president of www.CollegeGrad.com, the number-one entry-level job site for college students and recent grads.



Best Resumes for College Students and New Grads by Louise Kursmark

Call Number: HF5383 .K867 2012

ISBN: 9781593578879

Publication Date: 2011-12-01

Louise M. Kursmark is co-author of the Expert Resume series, and is president and founder of Best Impression Career Services, Inc. in Cincinnati, Ohio. Best Impression is a company specializing in resumes and job search strategies for sales, marketing, and executive clients worldwide. She is a Certified Professional Resume Writer (CPRW), Certified Employment Interview Professional (CEIP), Job and Career Transition Coach (JCTC), and Credentialed Career Manager (CCM). She is a founding member of the Career Management Alliance, an Internet-based training and development organization for career professionals.



Best Resumes for Scientists and Engineers by Adele B. Lewis; David J. Moore

Call Number: Q148 .L47 1993

ISBN: 0471594520

Publication Date: 1993-09-01

Scientists, engineers, computer specialists and other technical professionals have historically found themselves in demand. However, the recession of the early 1990s and the dynamics of world politics have put highly qualified engineers, scientists and other technical professionals in the ranks of the unemployed. This updated guide describes how scientists and engineers can learn to prepare powerful and effective resumes. A step-by-step manner uses worksheets to help to organize the information. Sample resumes covering representative disciplines found in high-technology industries are included as models.



The Quick Resume and Cover Letter Book, Fourth Edition by Michael Farr

Call Number: HF5383 .F32 2008

ISBN: 9781593575175

Publication Date: 2007-12-01

America's leading job search and career guidance expert presents his definitive guide to resumes, offering well-researched and proven techniques; a friendly, easy-to-follow design; and rock-solid advice to create outstanding resumes and, more importantly, use them effectively. The very easy-to-use first section of the book shows how to create a basic resume in about an hour and an improved resume in about half a day. The new edition includes more than 90 all-new sample resumes written by professional resume writers for all types of jobs and people, including a new chapter with electronic resume samples. The book also provides excellent career counseling sections to help people define their ideal job then go out and get it. This book can help anyone find a job, from high school graduates to high-level professionals.



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