

THE
resume.com

GUIDE TO

WRITING UNBEATABLE RESUMES

Get a Free
Consultation
With a
Resume.com
Career
Consultant

- ✓ 100 sample resumes that get results
- ✓ Complete step-by-step guidelines to creating winning resumes and cover letters
- ✓ Insider tips and strategies from the world's leading online career consultant
- ✓ For jobs at all levels and in all fields
- ✓ Before-and-after resume examples
- ✓ Resume-builder worksheets
- ✓ Crucial online job-search tactics that will make you stand out from the pack

ROSE CURTIS, CPRW AND WARREN SIMONS, CPRW
SENIOR MANAGING EDITORS OF RESUME.COM

Contents

List of Resumes by Industry/Job Title	ix
Preface	xi
Who Is Resume.com?	xii
Why This Book Is Unique	xii
1 An Introduction to Professional Resumes	1
An Internet Primer	2
Seven Steps to Building a Great Resume	2
Choosing the Right Format for You	5
2 The Chronological Resume Format	7
Chronological Resume Template and Samples	9
3 The Functional Resume Format	14
Functional Resume Template and Samples	17
4 The Combination Resume Format	27
Combination Resume Template and Samples	29
5 Step-by-Step Guide to Resume Formatting	35
Step 1: Opening and Saving a Word File	36
Step 2: Setting the Page Margins	36
Step 3: The Right Fonts and Font Sizes to Use	37
6 Step-by-Step Guide to Writing Your Resume	41
Step 1: Writing and Creating Powerful Headers	44
Step 2: The Headline versus the Objective	48
Step 3: The Summary of Qualifications	53
Step 4: The Professional Experience Section	60
Step 5: The Education Section	66

Step 6: Awards and Recognition	70
Step 7: Computer Skills	72
Step 8: Keywords	76
7 What is a Keyword?	79
How Keywords Work	80
Electronic Resume Keyword Databases	80
8 The Internet Resume	83
The ASCII Resume	84
9 The Inside Scoop on Job Boards	93
10 Resume Presentation	97
11 Industry-Specific Examples	99
Accounting	100
Administrative	103
Business	106
Construction	109
Customer Service	112
Engineering	115
Event Planning	119
Finance	122
Food Service	125
Hospitality	128
Human Resources	131
Insurance	134
Information Technology (IT)	136
Law Enforcement	139
Legal	142
Management	145
Marketing	148
Media	151
Pharmaceutical	154
<i>Public Relations</i>	157
Real Estate	160
Sales	163
Teaching	167
Telecommunications	170
12 The Information Technology (IT) Resume	173

13	The Student/Entry Level Resume	191
14	The Executive Resume	201
15	The Career Change Resume	213
16	Must-Have List for an Effective Job Search	223
	Cover Letter	223
	List of References	230
	Letter of Recommendation	232
	Follow-Up Letter	232
	Thank You Letter	234
	Appendix A: Choosing the Right Resume Format (Quiz)	237
	Appendix B: Professional Resume Builder Worksheets	239
	Appendix C: Resume.com's List of Action Verbs	245
	Index	249