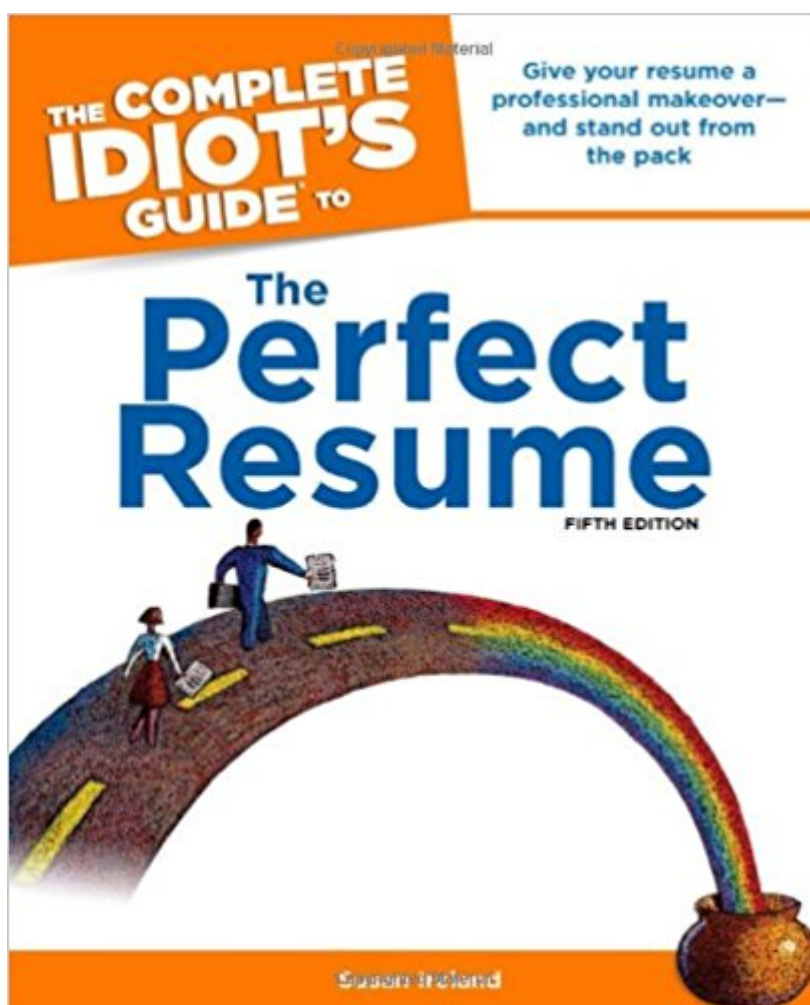


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# The Complete Idiot's Guide To The Perfect Resume, 5th Edition (Idiot's Guides)



## Synopsis

Resumé: revamped for the times, technology, and the recession... The recession has made finding a job harder than ever. Everything now takes place online, and a resumé's preparation is different than even a few years ago. This new edition has changed with the times, focusing on what's most important in an electronic resumé. Full of successful resumé samples and cover letters, the book also focuses on the key words and phrases that will bring readers' resúmes to the top of the HR pile. • More than 100 samples of real-life resúmes and cover letters, many of them new • Founded in real-life experience without the rigid resume-writing rules of other guides • Ideal for all job seekers, from new grads to the laid off worker, new mothers to senior citizens

## Book Information

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## Customer Reviews

Susan Ireland is the owner of a consulting firm that helps job seekers keep up with the job market.

She is the author of *The Complete Idiot's Guide® to the Perfect Resume*, Second Edition, and *The Complete Idiot's Guide® to the Perfect Cover Letter*. Susan has been interviewed on radio and TV and in many magazines. She was featured in *Career Advantage*, a 26-part telecourse produced by KSCM-TV, distributed by PBS, and used by colleges nationwide for classroom instruction.

The Complete Idiot's Guide to the Perfect Resume (I don't like the word idiot in there but...) is filled with good information and advice about turning experience and qualifications into a powerful resume. The basics of what to do and what not to do are confirmed, and they are pretty much the same in all resume books with a few exceptions. The organization of the book was ok but like all resume books could have provided a lot more examples of both good and bad. The best way to learn about writing resumes, I've found, is to be on the employer side and have to actually read people's resumes and make decisions based on them. That's when all this advice makes sense. You'll understand the importance of respecting the resume reader if you have to do that, and you'll incorporate those lessons into resume writing. The cover letter section was not good. The examples and ideas were a bit off the top in that they were too attention-getting. Maybe if you're applying for a job in advertizing or sales you have to show that you're willing to push the envelope. Otherwise, you should start from the assumption that nobody really wants to read your cover letter unless they have to and to give them a sense of who you really are and not try to generate excitement.

I liked this book. This is a no non-sense approach to creating several types of resume's. The instruction is very clear and understandable with many examples of many different career types (engineers, bankers, insurance, teaching, etc.) I used the approaches (which I though were silly at first) and was amazed at the almost immediate response with calls for interviews. (I am also now employed) This book answered the many questions I had concerning what should and should not be included in the resume (kind of like the author has been asked these questions before). I totally recommend this book for the job seeker.

I have been using this book as a guide for years. The author's approach to this horribly tedious and annoying task actually gives you hope that you will accomplish something useful. The main idea is to not make your resume look like every other resume in the universe. Every other tutorial about writing up your resume recommends the same crappy methods and you end up with a repulsive list of the some old thing that crosses the desk of every hiring authority; and you don't want that. Considering how little this book can cost you, you'll be highly rewarded for giving it a try. Since I found it many years ago, I haven't bothered to look elsewhere.

This is a great book. I found it at the Monster.com website and checked it out from my library. I liked it so much that I decided to buy it. I received the book in less than a week although the scheduled delivery time could have been as late as mid-April. I would definitely buy from this seller again. They

are fast and reliable.

My expectations were met.

before I bought this book I had a resume that I had 10% confidence in. Now in 24 short hours I have created a document that I have 110% confidence in. This book is a must have for anyone who wants to improve their resume without paying a professional to do it. Great as a graduation gift. Filled in the gaps where the educational system fell short.

Susan Ireland does some great teaching in this book. She starts where it all should start, figuring out what job you want next and the keywords that go with it. People often want to jump right to the look of the resume and finding a template. That is not an awful thing except that it often results in a person getting in a mode of doing what everyone else is doing and blandly listing responsibilities. Most importantly by starting with keywords first and encouraging you to customize a resume for each vacancy announcement you respond to, Susan is teaching a critical strategy that is extremely relevant for your resume to compete well and rise to the top for interview consideration. From there, Susan moves on to resume format and details each section of the resume one-by-one sharing her expertise thoroughly yet succinctly, and giving lots of example resumes to boot. In parts 3 and 4 of the book, you get other important pieces of the resume puzzle like cover letters, thank you notes, and how to get a resume and portfolio online to take advantage of web technology in your job search.

On the cover of the book it says, "the only resume book you'll ever need". I found that to be very true. I went to an employment resource centre and took a look at more than 15 'expert' resume books, most were garbage, and then I found Susan Ireland's book. I still find the title of her book, "the complete idiot's guide..." insulting. However, don't let the title discourage you. This book does an excellent job for people going through a career change (myself). I have written many resumes and found this book taught me new tricks, boosted my confidence, and best of all showed me how to write a successful resume. Excellent for both expert and novice resume writers. I rated this book 4 stars because of the terrible Cover Letter section. For example, p.186 from book: "... Dear Mr. Foremost, Do you believe in fate? I didn't until I opened the Sheridan Bee this morning and saw your ad for Job Placement Officer....." or this clever one: "... Dear Mr. Callahan, Research shows that women have a greater sensitivity to color than men. for that reason, I propose that I create a

marketing program for Household Paints that targets women....let's talk in person about your new 'Colors for Women' program. I'll call you in a few days to arrange an appointment..."Those are some of the weakest examples of cover letters i have ever read. Completely unacceptable in my opinion. My advice, check out the book for the resume section only.

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