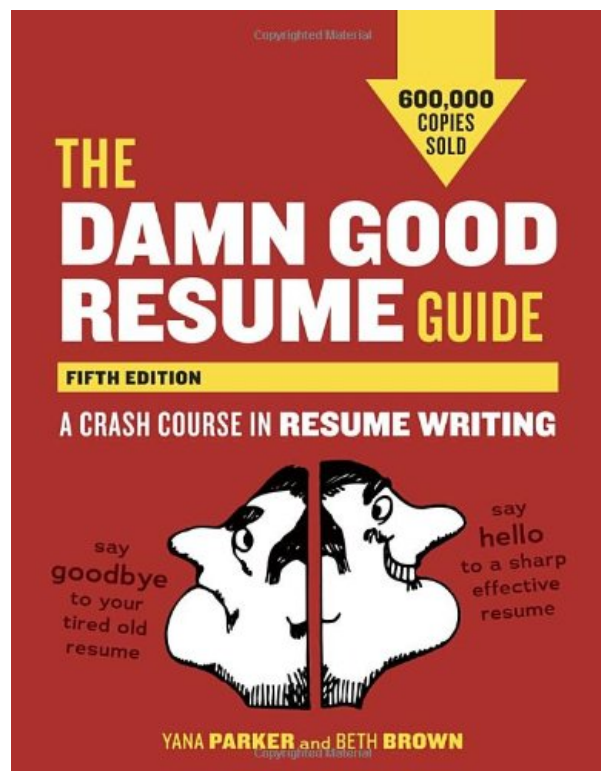


THE DAMN GOOD RESUME GUIDE, FIFTH EDITION: A CRASH COURSE IN RESUME WRITING BY YANA PARKER, BETH BROWN



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The Shortest Distance Between You and Your Next Job

For hundreds of thousands of job seekers, The Damn Good Resume Guide has been the go-to resource for writing and refining their resumes to damn near perfection. Filled with savvy advice and written in a straightforward, user-friendly style, The Damn Good Resume Guide will help you zero in on that dream job, then craft a winning resume that gets your foot in the door.

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Contemporary sample resumes (all of which landed interviews!) with job objectives running the career gamut—from line cook to sales manager, school principal to software engineer.

Tips on creating a functional, chronological, or hybrid resume—and advice on choosing which format is best for you.

What to include and what to leave out of your resume, so you get the job you really want.

Smart ways to deal with gaps in your work history and other less-than-ideal resume scenarios.

Instructions for writing cover emails and submitting resumes electronically.

How to set up (and excel at) an informational interview.

Advice for formatting, polishing, and proofing your resume so that it stands out in the right way.

And much more!

Follow Parker and Brown's ten easy steps, and you'll be well on your way to a smart, effective, and thoroughly modern resume—a resume that makes you look good and produces results.

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By Steve.R

Concise and impactful. Guided me through the process of updating my 20+ year old CV. It was recommended to me by a friend who used this to update her CV, which helped her secure an amazing new position! While there's no guarantee you'd obtain a new job by using this book, it will help you start thinking how you market yourself.

2 of 2 people found the following review helpful.

Great Book

By Daisy Wilson

This little but powerful book will help you to write a fabulous resume in no time. I would highly recommend this book to anyone.

Daisy

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Darn Fine!

By Mike Mac

Bought one 20 years ago. Lost it. Bought another. Great approach to a creative resume. It's worked for me every time.

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Remember, writing a good resume is very different from filling out a job application. An application form is about JOBS and gives just the facts of your employment history. But a “DAMN GOOD” resume is about YOU and how you perform in your jobs. It's very important to see the difference!

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A FUNCTIONAL RESUME presents your work experience by listing the most important skill areas you've used, and then describing a number of your accomplishments and activities (drawn from ALL of your jobs and life experiences) to illustrate those skills.

A HYBRID (or COMBINATION) RESUME lists your work experience in the same by-date format as the chronological resume, but then, within the most recent job you've held, it organizes and presents your accomplishments within the skill areas that are relevant to your future job. It's like a functional resume INSIDE of a chronological resume!

NOTE: A Damn Good Resume can be chronological, functional, or a hybrid of the two, because regardless of the format, it focuses on a clear job objective and then emphasizes your work/life accomplishments to clearly show your unique value to an employer. In Step 3, we'll talk more about each format, to help you make the best decision for YOUR resume.

Onward to the Ten Steps!

On the following pages you'll find that each of the ten steps is first explained in detail, and then is followed by “Yes, but's”—some of the problems and dilemmas you may face as you do that step. When the “Yes, but” sounds like YOUR problem, then follow the directions to resolve it. But if you have no difficulty completing a particular step, IGNORE the corresponding “Yes, but” and move straight ahead to the next step. Got it? Okay, let's GO!

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