

+ FREE RESUME WRITING GUIDE

and 1-3 Page Versions, Cover Letter, References, Icon Pack, Tips, Checklist

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SKILLS

Attention to Detail
Budgeting
Team Leadership
Project Planning
Accountability
Improving Efficiency
IT Applications
Business Systems
Risk Assessment
Resource Management

EDUCATION

MASTER'S DEGREE
Business Administration
Your University
2007 – 2009

BACHELOR OF SCIENCE
Business Management
Your University
2002 – 2006

PROFESSIONAL PROFILE

Use this area to quickly sell yourself and prove that your awesome skills and achievements can truly help the company you're applying to. If you have specific numbers or percentages to quantify any achievements, use them. This **PROVES** that you're valuable, instead of just saying so. Stay away from creating an objective statement – sadly, no one cares what **YOU** want in a job. Instead, the hiring manager wants to get a glimpse of how you can provide value for the company. How many years' experience do you have? What are you amazing at? What are you most proud of? What are your most impressive skills or qualities?

EXPERIENCE

POSITION TITLE HERE

Company, City, State | 2017 – Present

Use this main paragraph to give a summary of the position, what you accomplished, how you ended up there, or a short description about the company if it's not widely known. Or, delete this paragraph and jump right into the bullets.

- Describe your achievements while in this position, and use action words like "created" and "spearheaded" instead of the passive "responsible for."
- Do not just list your job duties or copy your job description!
- What did you do in this position that could benefit the company you're applying to in terms of making money, saving money, or saving time?
- List any accomplishments that are most impressive and relevant first. If you have specific numbers to quantify your accomplishments, use them!
- Numbers are essential and jump out at the reader. You might have to do a little math to get numbers or percentages.
- For example: Exceeded annual sales forecast by \$80,000 in the first year as manager. Performed administrative and secretarial support functions for a busy, 22-member doctor's office.

POSITION TITLE HERE

Company, City, State | 2015 – 2017

This is **VERY** important – you need to save your resume in Word or Pages format when it's complete, and then you need to save it again as a "borderless" PDF file. This is what you will upload to job postings, NOT a Word file!

- Word files will not look like they should on the receiving end, which is why PDF is now the preferred file format for nearly all job boards and companies.
- Check the instructions file for directions on saving your resume as a "borderless" PDF file.
- Concentrate on really selling yourself and proving to your future employer how valuable you are as an employee.
- Re-read the job listing that you are applying for to help you pick out key skills/duties that describe what you've done in the past.
- Demonstrated ability to work efficiently and preserve strict confidentiality in a fast-paced environment servicing over 80 patients per day.

Resumes That Will Get You The Job You Want

Anne McKinney



Resumes That Will Get You The Job You Want:

The Damn Good Resume Guide, Fifth Edition Yana Parker, Beth Brown, 2012-05-22 One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace 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 This tried and true best seller has been fully revised and updated for today's job market including 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

Before and After Resumes with CD Tracy Burns-Martin, 2012-02-18 Book addresses various problems such as short or temporary work history frequent job changing no clear career path former small business owner etc *Writing Resumes and Cover Letters For Dummies - Australia / NZ* Amanda McCarthy, Kate Southam, 2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today's tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it's simply not a good time to be looking So how do you make yourself stand out *Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition* shows you how to catch a recruiter's attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get

the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job Real-resumes for Students Anne McKinney,2000 Instructs college students on presenting their work experiences from part time summer jobs to internships in a professional manner designed to display strengths to future employers **Occupational Outlook Handbook** ,2008 *Occupational Outlook Handbook 2008-2009 (Clothbound)* , *Life Skills for Young Adults* Philip J. Cassidy,2015-03-31 Here is an opportunity for you as a young adult to quickly learn how to deal with most aspects of life in the world outside your home and school environment To the average adult most of this information is common sense This is the information that adult role models want to give their children but do not have the time in their busy lives to do so As a young adult these are the skills that you need to learn quickly in order to deal with lifes hurdles No one ever writes this information down for you until now Even after reading this book you will still make mistakes in your life but hopefully you have learned enough from this book that they are only small mistakes and do not cost you too much time or money *Real-resumes for Sales* Anne McKinney,2000 One in a series this title uses actual resumes and cover letters in order to show sales professionals how to get in the door maximize salary close the sale and prospect for new career opportunities Real-resumes for Financial Jobs Anne McKinney,2001 A book designed to be the best friend of those who want to enter advance in and change jobs in one of the hottest industries in the 21st century finance The best way to enter a new industry is to look and sound as though you belong in the field so there are resumes to help the career minded find their first job in the financial world Other resumes help the financially astute professional advance in the field You ll find job titles such as these in this book designed to help those who want to move in this hot field of opportunity auditor financial services consultant investment banker commercial banker bookkeeper commercial loan specialist data entry operator controller chief financial officer budget management specialist business analyst business services manager accounts receivable specialist insurance adjuster funds transfer analyst loan officer mortgage consultant real estate broker revenue field auditor accounting manager staff accountant tax auditor teller supervisor training operations manager and many others

Real-Resumes for Firefighting Jobs Anne McKinney,2004 When firefighters and emergency medical technicians prepare their resume and other materials needed to explore employment opportunities they realize that they have a unique background At last there is a resume book that shows firefighters how to best present their qualifications credentials licenses experience volunteer work education and training affiliations and other information Would be firefighters as well as experienced firefighting professionals will find outstanding samples of resumes and cover letters that worked for real people in their field A special section of the book shows firefighters how to apply for government jobs and how to write the specialized resumes needed to apply for federal employment As part of that section on the federal hiring process the book shows shows how to write KSAs statements describing Knowledge Skills and Abilities This is a highly specialized title for a highly specialized field and for the very special people in that field Real-resumes for Medical Jobs Anne McKinney,2001 A

key to advancing professionally is to choose the right industry in which to work and if your interests are in any way medically related you are fortunate career wise The medical field is a fast growing one and this targeted resume and cover letter book will help you enter this land of opportunity or advance in it A key is to make sure your resume talks the lingo of the medical field Get the book that can show you how to best express and phrase the concepts you want to communicate Here s a book in which you will find resumes with job titles such as these director of nursing medical therapist nurse s aide medical doctor M D nurse practitioner dental hygienist cytotechnologist director of nursing director of dental surgery pharmaceutical sales representative massage therapist medical administrator medical supplies coordinator nursing home administrator medical office manager operating room nurse patient care advocate orthopedic technician pharmacy manager phlebotomist registered nurse R N licensed practical nurse L P N public health case worker transcriptionist veterinary technician and many more Real-resumes for Computer Jobs Anne McKinney,2001 There are hot new jobs in the exploding computer field but how do you get to them and how do you present yourself in the most favorable light so that you can be considered for the best jobs This is the book you need if you want a resume that will help you enter or advance in the computer field You ll find words and job titles which are meaningful only in this industry and you ll make sure that your resume talks the talk of the computer field Get the resume book that will help you professionally talk in language such as the following network engineer local area network LAN wide area network WAN Microsoft Certified System Engineer MCSE management information system MIS fiber optics C UNIX software hardware network switching manager wire and cable systems installer switching them chief technical inspector and many other technical terms and job titles designed to communicate in the lingo of the computer field so that you will have an edge in the job market Real-resumes for Engineering Jobs Anne McKinney,2004 Civil engineers mechanical engineers structural engineers marine engineers chemical engineers systems engineers and engineering support personnel have a lot in common when they want to create a resume and this book shows resumes and cover letters of individuals who want to work in the field For those who seek federal employment there s a special section showing how to create federal resumes and government applications Since many technical types aren t writers this comes as a special gift select a winning format plug in your background specs and away you go It s that easy with REAL RESUMES in hand The Midwest Book Review1 885288 42 5 **Real-resumes for Sports Industry Jobs** Anne McKinney,2004 When an individual wants to find employment in the sports world he or she finds that job hunting can be highly specialized This book shows resumes and cover letters used by people such as a high school coach tennis professional golf professional teaching pros in all sports and many others College graduates with degrees in Physical Education also are included and many of them found their way into teaching positions If you want to work in sports marketing but have no experience you will find helpful examples of resumes and cover letters which were used by real people to launch their careers with major sports teams Those who have worked in the sports industry and want to transition out of the field will also find helpful examples of resumes and

cover letters Whether you are a teaching professional player marketing professional or other sports industry professional you will find useful examples of resumes and cover letters in this book Real-Resumes for Customer Service Jobs Anne McKinney,2005 Getting jobs in the customer service field will be easier with this book which gives nearly a hundred sample resumes along with the cover letters that introduced the resumes to potential employers Those who seek employment in any industry will find valuable advice in this book If you are restructuring or revising your resume you will find the help you need when you discover this book which focuses on the language and employment history of folks in the customer service business The book was created based on the experiences of hundreds of job hunters over a 10 year period Learn how successful people in the customer service field presented themselves to potential employers **Resumes and Cover Letters for Managers** Anne McKinney,1999 Destined to become the bible for managers who want to make sure their resumes and cover letters open the maximum number of doors while helping them maximize in the salary negotiation process From office manager to CEO managers trying to relocate to or from these and other industries and fields will find helpful examples Banking Agriculture School Systems Human Resources Restaurants manufacturing Hospitality Industry Automotive Retail Telecommunications Police Force Dentistry Social Work Academic Affairs Non Profit Organizations Childcare Sales Sports Municipalities Rest Homes Medicine and Healthcare Business Operations Landscaping Customer Service MIS Quality Control Teaching the Arts and Self Employed **Real-resumes for Manufacturing Jobs** Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the manufacturing field advance in it or exit from it into new careers Job hunting strategies are provided as are strategies for transferring manufacturing skills and experience to other industries The book contains more than 100 real resumes and cover letters which target this industry and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters tailored to the manufacturing industry Readers will find resumes of machine operator product design director production foreman quality engineer shipping and receiving manager tool and die maker tire builder welder team leader assembler maintenance supervisor and many other jobs This book will be of enormous help to people seeking employment in the manufacturing sector and to people who desire to transfer knowledge gained in a manufacturing environment into new occupational areas **Real-resumes for Construction Jobs** Anne McKinney,2002 Title shows resumes and cover letters of people seeking employment in the construction industry Job hunting techniques are explained in step by step fashion in order to benefit those seeking construction work Because the construction industry tends to be cyclical a helpful section is included which describes how to transfer construction industry experience to other fields and industries The book s main contents are the resumes and cover letters of construction industry professionals Included are resumes of project manager carpenter foreman safety manager electrician brick mason engineering manager real estate agent plumber job planner sander flooring installer interior designer independent contractor and many others *Real-resumes for Auto Industry Jobs--* Anne McKinney,2003 Whether

the reader wants to stay in the auto industry or transition into another field this book will help This book shows samples of resumes and cover letters than have worked for real people This title will be a valuable resource to auto industry professionals who seek technical management or sales positions Entering a new field can be difficult so newcomers to the field will learn how to show off their potential and skills to best advantage Auto industry professionals often change fields too and the book includes resumes of individuals who have successfully transitioned into other areas A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show auto industry professionals how to maximize their career potential get federal positions and change fields if they want to The 26th title in PREP s Real Resumes Series **Real-resumes for Retailing, Modeling, Fashion & Beauty Jobs--** Anne McKinney,2002 Editor Anne McKinneyReviews and ExcerptsJobs in modeling fashion the beauty business and even retailing can be hard to obtain and transferring experience gained in those fields is not always easy Here is a valuable guide that shows how to communicate jobs such as Retail Buyer Merchandise Manager Customer Service Manager District Supervisor Assistant Sales Manager Model Store Manager District Supervisor Buyer Assistant Buyer Sales Representative and many other jobs This book will teach you how to communicate like an industry pro Distinguished by its highly readable samples Library Journal1 885288 08 5

Decoding **Resumes That Will Get You The Job You Want**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Resumes That Will Get You The Job You Want**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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Resumes That Will Get You The Job You Want Introduction

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