



## Confessions from a Recruiter: Resume Writing

By David Janssen

Createspace Independent Publishing Platform, United States, 2016. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Learn the secrets of writing an attention-grabbing resume in this comprehensive guide from an experienced HR professional. Drawing from over fifteen years of experience in recruiting, author David Janssen wrote Confessions from a Recruiter - Resume Writing to show job seekers how to compose a resume that is up-to-date, in tune with current trends, and contains precisely what hiring managers are looking for based on a survey of over one hundred human resource professionals. Using a clear, straightforward approach, Janssen begins by helping the reader understand everything a resume does. He then provides step-by-step instructions for creating a resume that highlights your strengths and is tailored to the position you're seeking. In addition to breaking down the specific parts of a resume, topics include: Types of resumes, Formats, Cover letters, Bullet points, Personal branding, Common errors and corrections, Action verbs, Frequently asked questions. A thirteen-question job accomplishment questionnaire helps readers with the all-important task of properly documenting work experience, and five cover letter examples and ten resume samples aid job seekers in creating resumes with confidence.



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