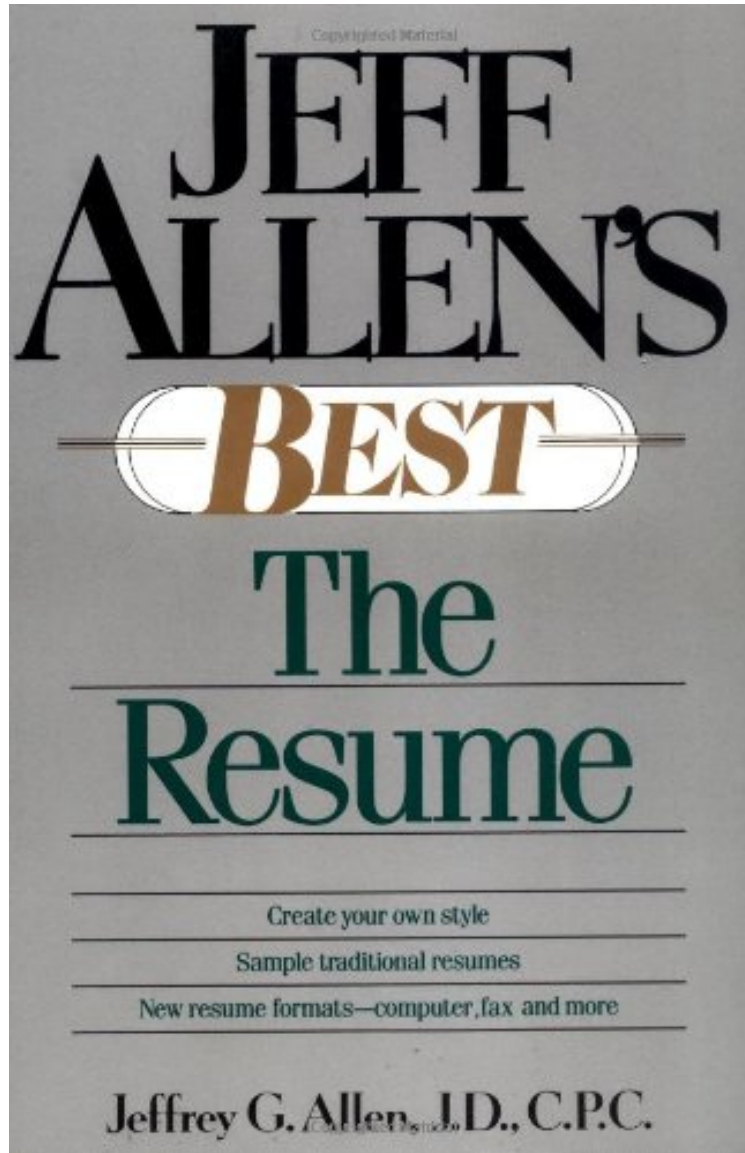


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Jeff Allen's Best: The Resumes

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Jeffrey G. Allen : Jeff Allen's Best: The Resumes before purchasing it in order to gage whether or not it would be worth my time, and all praised Jeff Allen's Best: The Resumes:

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resumes are changing format because of computers and video recording technology. What I hate about the book is that the sample resumes take on a problem and solution approach. Jeff Allen, gives an example resume and then tells you what is wrong with it. Jeff Allen forgets that no two resumes are the same, because no two people have the same experiences, talents, abilities and backgrounds to give a universal solution to resume problems. 10/15/98 0 of 0 people found the following review helpful. This is the best book about finding the job you want. By A Customer As a senior college student, I was not doing well on all the interviews that I had, until I read Jeff Allen's Best: Win the job. After I read this book, my first interview turned out to be great and I was offered a job as a computer programmer. I would advise any one out there looking for a job to put this book in his/her bag and read before your interview. 1 of 2 people found the following review helpful. A great guide to getting the job By Wayne D. Ford This is an excellent book. The author has done a great job in pulling together the elements which spell success in the quest for employment. I recommend it. Wayne D. Ford, Ph.D., author of "The Accelerated Job Search" docwifford@msn.com

Deals with how to write your resume. Based on his 25-plus years of helping people get hired, author Jeffrey Allen covers general rules, including developing the resume from the ground up, creating the style, major do's and don'ts, and marketing strategy (of yourself). Following this, it examines resumes for specific professions such as executive, professional, science, and engineering. Then discussions center on special or unique problems one may encounter. The area of video resumes is also covered. Finally, sample resumes are presented for numerous occupations, including accounting, advertising, computer science, law, management trainee, and office manager.

From the Back Cover Win the Job During his 25-year career as a recruiter, personnel manager, and lawyer, Jeff Allen has determined what job-hunting techniques really work and which ones don't. In this book, he gives you 100 essential tips to Win the Job. You'll learn how to: Limit interviews to forty-five minutes Answer the "knock-out" questions concerning your background, creativity, and skills Recognize the four basic personality types so you can align yourself with the interviewer "Mirror" the interviewer's body language, facial expressions, eye movement, rate of speech, tone of voice, and rate of breathing Use "insider" language and much more! "100 best techniques for 100% probability of getting the best job." Mary Lyon, Associated Press "The most systematic, effective, simple way to get the best job ever devised!" Marsha R. McIntosh, Publisher Professional Opportunity Magazine "This is more than a series on getting a job it's a lifetime program of career success!" Paul A. Hawkinson, Publisher Employment Marketplace Magazine Now Jeff Allen's extensive knowledge is presented in a remarkable three-book series: Jeff Allen's Best: The Resume Jeff Allen's Best: Get The Interview Jeff Allen's Best: Win The Job Jeff Allen's Best: The Smartest job-hunting investment you can make! About the Author JEFFREY G. ALLEN, J.D., C.P.C., is America's leading placement attorney and Director of the National Placement Law Center in Los Angeles. He is the author of more bestselling career books than anyone else, including How to Turn an Interview into a Job, Finding the Right Job at Midlife, The Placement Strategy Handbook, Surviving Corporate Downsizing, The Complete QA Job Interview Book, and The Perfect Job Reference.