

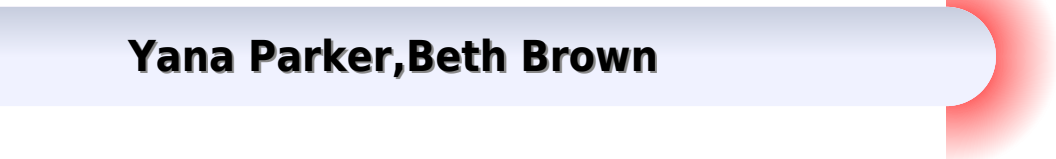
Write the Perfect Resume in 13 Easy Steps

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Best Resume Writing Guide

Yana Parker, Beth Brown



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prisons jails and detention centers each year 2 2 million are incarcerated in state and local prisons 5 5 million are on parole or probation and 70 million have an arrest or conviction that may appear as a red flag in their background Successful re entry is especially difficult for those who have lost everything including hope and optimism Without a decent job and support network to help meet immediate food housing transportation and health care needs and often saddled with onerous financial obligations fines restitution child support payments accumulated debts many ex offenders fall back on old dysfunctional habits relationships and temptations that lead them back to prisons jails and detention centers While many employers may not want to hire someone with a criminal record others are willing to give ex offenders a second chance and help them get back on their feet and move ahead with their lives In fact we live in a society that both admires and supports people who can pick themselves up transform their lives and go on to achieve their dreams But what should ex offenders do in order to land a good job Where should they go to find a job they do well and enjoy doing What strategies work best for them This book provides important answers to many re entry questions facing ex offenders Beginning with an examination of 20 myths realities and 22 principles for success one of America s leading employment and re entry experts reveals 10 steps to job and career success 1 Examine and change your attitudes 2 Seek assistance and become proactive 3 Select appropriate job search approaches 4 Assess your skills and identify your motivational pattern 5 State a powerful objective 6 Conduct research on jobs and communities 7 Write effective resumes and letters 8 Network for information advice and referrals 9 Develop winning job interview skills 10 Negotiate salary and benefits like a pro He includes two special chapters 1 how to survive and prosper on the job as well advance your career and 2 how to best navigate the electronic world increasingly an important life skill after spending so much time behind a prison firewall Rich in insights and filled with practical examples exercises self tests and resources here s the book that can make a big difference for ex offenders and those who assist them It shows them how to contact employers who will want to hire them because of their unique talents positive attitudes and strong employer centered motivations Best of all they learn how to find a job they both do well and enjoy doing as they go on to living a new and productive life centered around work family and community Foreword by Joyce Lain Kennedy [Ultimate Resume Writing Guide](#) Justin Olsen,2013-09-20 This ultimate guide to resume writing provides job seekers with the most modern tips and best practices of preparing a resume in today s ultra competitive job market We have all been faced with the challenge of transitioning into a new career and the difficulty of knowing how to grab the attention of recruiters or hiring managers Setting yourself apart from the competition is not easy when you are trying to figure out how to properly format organize and create content for your resume In this guide Justin Olsen CPRW will provide you with all the basic strategies helpful advice answers to frequently asked questions and situational scenarios that you might find yourself encountering during your job search You will also receive free industry specific templates and samples to give you a jump start on the resume building process **101 More Best Resumes** Jay A. Block,1999-05-21 101 all new resumes from America s top resume experts Land

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This is an easy step by step guide for writing your own resume cover letter and a thank you letter for after the interview

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