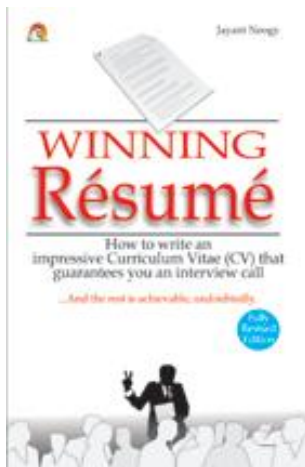




Winning Resume



Author: Jayant Neogy
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A winning resume is a sure passport to an interview call, and could even land you up with the job. Your resume is your first introduction to the employer who has never seen you before. You need to give it the best shot to make the first winning move.

This book fulfills this long-felt need for a contemporary guide on resume writing that is in line with the expectations of global employers in this information technology-driven age.

The book breaks away from the traditional world of sequential cataloguing of degrees and jobs, or job changes with contemporary techniques to fulfil a difficult task, to produce polished, subtle and refined advertisement-copy about oneself.

The areas covered include:

- *Length of the resume
- *Covering letter
- *Qualities the employer is looking for
- *Writing the summary
- *Types of resumes (depending upon the job you are applying for)
- *Style
- *Objective
- *Summary of qualifications
- *Electronic and sample resumes

Key points are highlighted throughout the book by using bold text on the left side of paragraphs; useful tips are identified by figures of a wise owl.

To point out errors and grave mistakes in resumes traps are identified by figures of skull and crossbones.

After going through the book the readers will get a thorough understanding of the changes in philosophy and techniques that have revolutionized presentation of curriculum vitae.

About Unicorn Books

Unicorn Books publishes an extensive range of books that are both affordable and high-quality.