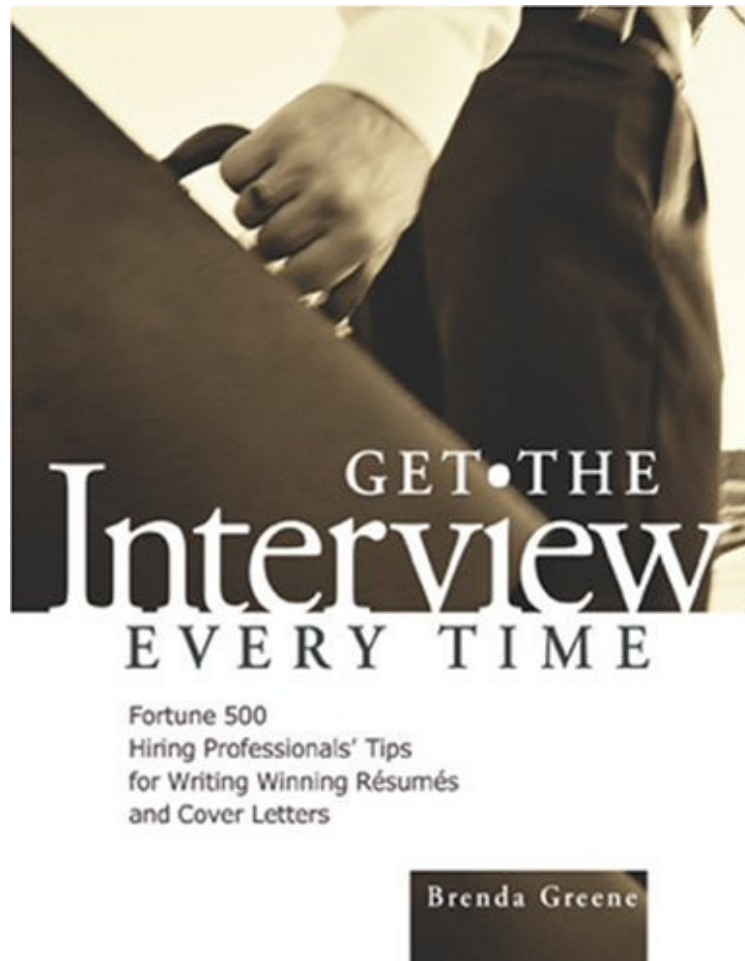


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Get the Interview Every Time: Fortune 500 Hiring Professionals' Tips for Writing Winning Resumes and Cover Letters

Brenda Greene

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downside of this book is that it does little to prepare you for the modern inevitability of having to submit your application through a standardized and faceless corporate website. Any advice on formatting your rsum, writing a cover letter, or writing professional contact emails is unnecessary when companies force you to "spray and pray" your application to their non-communicative and poorly staffed HR departments. Nothing is more discouraging than having your perfect cover letter and rsum butchered by having to fill in standardized forms on the web.0 of 0 people found the following review helpful. Five StarsBy Leonard, PatriciaSound, practical advice while in search for a well paying job!!!6 of 7 people found the following review helpful. Excellent ResourceBy DeenabeanThis book was very well done. There are many sample resumes in the back and also sample cover letters. The content of the book explained what to put on your resume and cover letter and what employers are looking for. This is a great resource for anyone looking for some guidance on how to develop their resume and cover letter.

An informative and up-to-date resource for job seekers who are looking for solid direction from Fortune 500 executives. War, recession, and political uncertainty have forced many corporations to regroup, and downsizing has been the dreaded outcome for millions of workers. Fired and laid-off employees are swelling the ranks of job seekers and creating stiff competition for a dwindling number of positions. In this harsh business climate, many applicants are finding that just getting in the door for an interview poses an enormous challenge. So what's happening on the other side of the desk-as employers review huge piles of prospective resumes? What catches their attention? What turns them off? Author Brenda Greene surveyed 50 Fortune 500 employers to find out and gained valuable insight into just what it takes to command attention and interest in a crowded field. Packed with sample resumes and cover letters that represent what hiring managers, directors, and vice presidents want to see, *Get the Interview Every Time* shows and tells what's expected versus what's rejected. Readers will learn how to: Research the company and its opportunities before sending any resumes. Distill all of their talent and experience into a few well-chosen words. Showcase their communication skills through a well-crafted cover letter. Avoid hype and "resume-speak"-easily spotted and reviled. Determine the resume style that looks and works the best. Design and submit an electronic resume correctly.

Get the Interview has cutting edge information that puts your resume at the top of a hiring managers pile. -- AppleOne Employment Service Book Greene asked 50 Fortune 500 hiring professionals what they wanted to see in resumes ... and she unearthed some interesting facts. -- Anita Bruzzese, syndicated columnist, Gannett News Service, March 14, 2004Greene's research shows that in addition to tailoring each resume ... individually, you must target ... open positions posted on company Websites. -- Sandra Pesmen, Career News Service, April 25, 2004About the AuthorBrenda Greene is an author, ghostwriter and editor. She was formerly marketing manager at a business-to-business venture, and was an editor at *Working Woman* magazine and Whitney Communications. She is coauthor of *The Business Style Handbook: An A-to-Z Guide for Writing on the Job with Tips from Communications Experts at the Fortune 500* and a coauthor of *America's Girl*, a biography about Gertrude Ederle.