



Surviving the 15-Second Resume Read

Peggy O. Swager

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Surviving the 15-Second Resume Read is right on target for today's job seeker. People who haven't recently done a resume will find many things have changed. Gone are the days where one simply types out a work bio. With the high volume of resumes submitted for each job, employers will accept or reject a resume within 15-seconds. This means a resume needs to be tailored to the employer's needs, and at a glance communicate skills and abilities. This book gets right to the point on how to strongly communicate pertinent job skills. It also covers commonly miss-handled information such as company mergers and buyouts. Font and formatting instructions ensure a professional appearing resume that is easy to skim read, and that will fax and email legibly. Especially helpful and unique is the chapter that critiques resumes that failed, and the chapter on reducing volumes of information into high-impact content. The book layout allows for easy reading and searching for specific information.

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