



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

Brenda Greene

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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 Every Time breaks down the monumental task of landing an interview into a series of manageable steps, easy to understand and inspiring to follow. Designed to transform confused, disheartened job applicants into savvy, prospective employees, *Get the Interview Every Time* shows how to "open the gates" through sensible, targeted self-marketing.

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Marjorie Cook:

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Patrick Allen:

Spent a free the perfect time to be fun activity to do! A lot of people spent their sparetime with their family, or their very own friends. Usually they doing activity like watching television, going to beach, or picnic within the park. They actually doing same every week. Do you feel it? Do you want to something different to fill your own free time/ holiday? Might be reading a book can be option to fill your totally free time/ holiday. The first thing that you will ask may be what kinds of e-book that you should read. If you want to test look for book, may be the guide untitled Get the Interview Every Time: Fortune 500 Hiring Professionals' Tips for Writing Winning Resumes and Cover Letters can be fine book to read. May be it is usually best activity to you.

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Michael Sherman:

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and can't see colorful images on there. Yeah, it is to be complicated. Book is very important to suit your needs. As we know that on this period, many ways to get whatever we wish. Likewise word says, ways to reach Chinese's country. Therefore this Get the Interview Every Time: Fortune 500 Hiring Professionals' Tips for Writing Winning Resumes and Cover Letters can make you truly feel more interested to read.

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