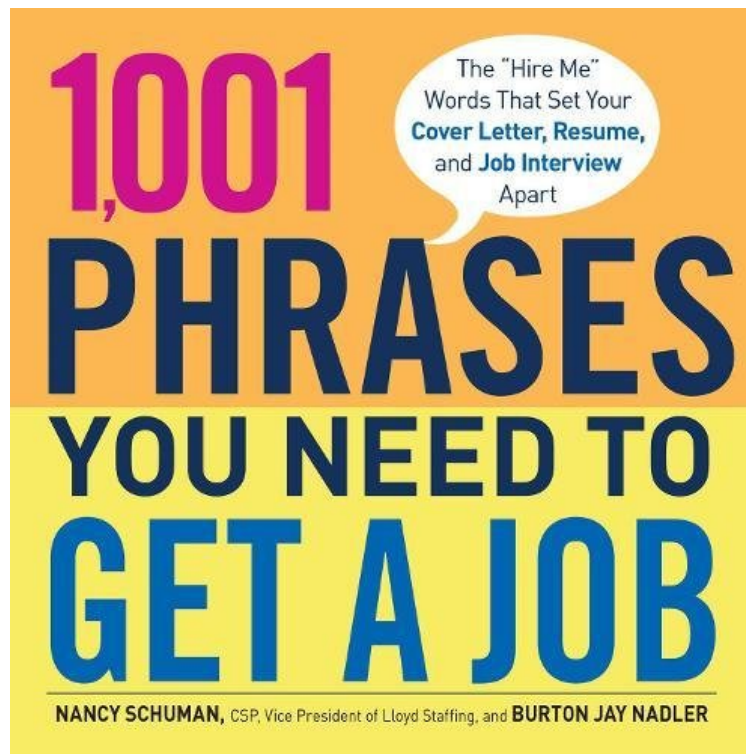


(Ebook free) 1,001 Phrases You Need to Get a Job: The 'Hire Me' Words that Set Your Cover Letter, Resume, and Job Interview Apart

1,001 Phrases You Need to Get a Job: The 'Hire Me' Words that Set Your Cover Letter, Resume, and Job Interview Apart

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Nancy Schuman, Burton Jay Nadler : 1,001 Phrases You Need to Get a Job: The 'Hire Me' Words that Set Your Cover Letter, Resume, and Job Interview Apart before purchasing it in order to gage whether or not it would be worth my time, and all praised 1,001 Phrases You Need to Get a Job: The 'Hire Me' Words that Set Your Cover Letter, Resume, and Job Interview Apart:

0 of 0 people found the following review helpful. The 'Hire Me' Words - A lot of the information is common sense but a lot of the other information is very good too haveBy Customer1,001 Phrases You Need to Get a Job: The 'Hire Me' Words - A lot of the information is common sense but a lot of the other information is very good too have.1 of 1 people found the following review helpful. Great InsightBy JustinGreat Book. A must read! This book will enable you to incorporate words for your resume or for a interview.4 of 5 people found the following review helpful. A mile wide and a quarter-inch deep -- best for first time job seekersBy PenumbraWhen I picked up "1,001 Phrases You Need to Get a Job" I was expecting more up to the minute phrases that human resources love to see and may actually use to filter resumes. (The words and phrases that appeal to human resources personnel and hiring managers are quite trendy. Some words, like "granular", used in a business context were attention-getters a decade ago but, if you are going back to the job market now, you'll need to use the latest business-speak. For example, "swivel chair" is a popular term in

large corporations today.) This book has a few phrases that do still turn up in business correspondence, but which have a kind of bombastic, 19th century, Dickensian clerk quality to them - "I trust you will refer my candidacy" and "should you judge appropriate." Honestly, business people don't talk like that and, while they may read past such awkwardness, they have probably already made an unfavorable mental note about the writer. The bulk of the book lists general occupations and associated "resume buzzwords. Tell me, if you are applying for work in the "Transportation and Travel" field, do you really need to be directed to use words like "aircraft", "connecting flight", "major cities"? Does someone writing a resume for the Automotive field need to be pointed to words like "air filters", "engine parts" or "hoses"? These are really obvious choices - if your experience includes such work. There are sections on "Speaking with Confidence", "Speaking with Passion" and "Speaking with Grace" that could be helpful with the interview questions if you run across an interviewer who asks straightforward business related questions, instead of the weird doublespeak questions many of them prefer. (You can do an internet search on " job interview questions" to see what's currently popular.) To sum up, I think this book would be most helpful for someone who is just out of school and looking for a first job. Or, perhaps for someone who is changing careers and needs help with the rock bottom basic terms in a different field. People in those circumstances might find a few useful terms or ideas here, but this is not for seasoned professionals looking for a new job in their chosen field.

Find the right words for the best job! It's not enough to have the talent and experience to land the right job; you have to be able to put that talent and experience into words. With just the right phrase, you can highlight your achievements in your resume, make the cover letter pitch that sets you apart from the crowd, and underscore your unique skill set in the interview that lands you the job. In *1,001 Phrases You Need to Get a Job*, employment gurus Nancy Schuman and Burton Jay Nadler show you how to walk the walk and talk the talk you need to win the job you want.

About the Author Nancy Schuman, CSP, is a vice president at Lloyd Staffing and the author of *The Job Interview Phrase Book*. She's also the Jobs and Career columnist for the Long Island Press. She lives in East Northport, NY. Burton Jay Nadler is Assistant Dean of the College and Director of the Career Center at the University of Rochester. He is the author of *The Everything Resume Book, 2nd Edition*. He lives in Pittsford, NY.