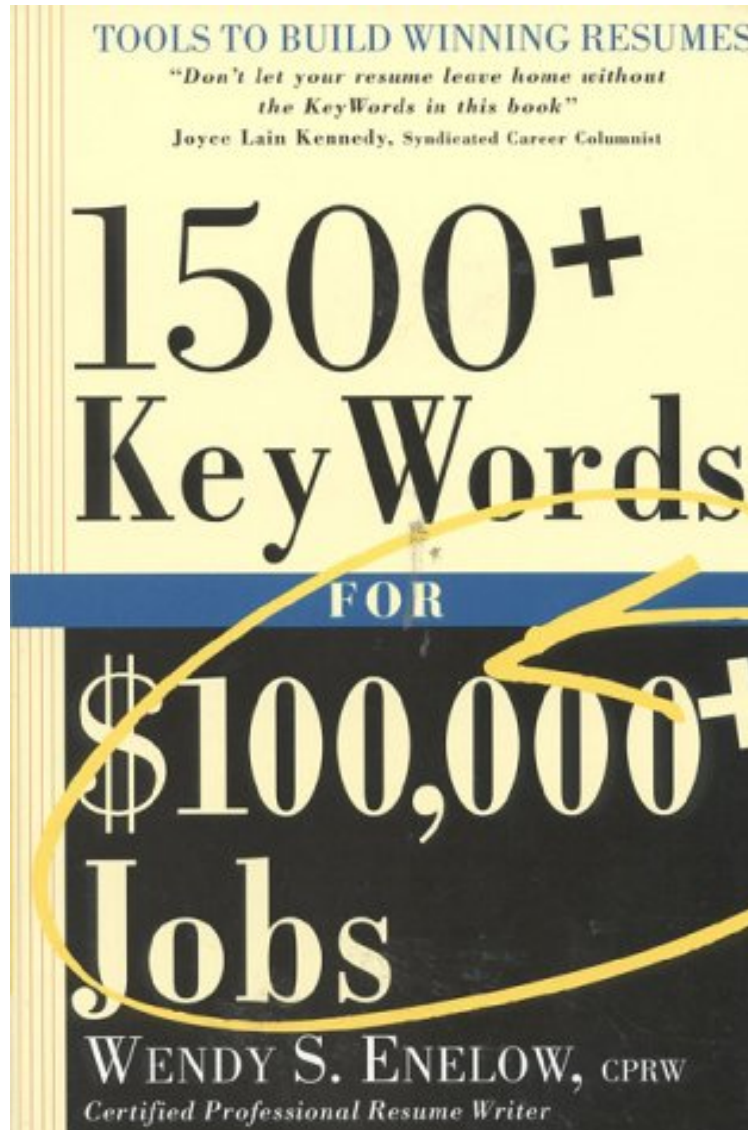


(Mobile pdf) 1500+ Key Words for \$100,000+ Jobs: Tools to Build Winning Resumes

1500+ Key Words for \$100,000+ Jobs: Tools to Build Winning Resumes

Wendy S. Enelow

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Wendy S. Enelow : 1500+ Key Words for \$100,000+ Jobs: Tools to Build Winning Resumes before purchasing it in order to gage whether or not it would be worth my time, and all praised 1500+ Key Words for \$100,000+ Jobs: Tools to Build Winning Resumes:

0 of 0 people found the following review helpful. Term-Dropper's ToolkitBy John M. FordWendy Enelow, who has written several books of advice for job hunters, offers her view of the winning vocabulary that spices-up resumes. She

identifies KeyWords as "...the hot words associated with a specific industry, profession or job function--that clearly and succinctly communicate a specific message. They include Action Verbs that "present your qualifications, achievements, and results in an aggressive style." Knowing and using the right KeyWords is important because companies "fast screen" huge piles of resumes every day--and discard those without the right language. An introductory chapter explains the nature and importance of KeyWords. Chapter 2 is divided into twenty-two professions--Customer Service, Healthcare, Human Resources, and so on--each with a list of buzz words and examples of their use. Sections end with a sample resume that uses many--usually too many--of the KeyWords. Chapter 3 contains "action verbs, high impact phrases, and personality descriptors" for professionals, managers and senior executives. The content of the chapter is three alphabetized word and phrase lists with no further elaboration. They are impressive lists, though, equally suitable for resume enhancement or a Frasier and Niles Crane spelling bee. Heady stuff. The book may be a little dated, but surely most of the over-the-top impression management vocabulary remains current. It may well help you with your resume. Given the more recent focus on cross-occupational competencies as opposed to narrowly-defined job skills in hiring, it would be useful for a second edition of this book to be organized by general competency. As is, the word lists have value for content analysis researchers or text analysts as "dictionaries" of terms that signal a particular occupation is being discussed in a text document. Both researchers and resume-wielders may benefit from the author's related book, *Key Words to Nail Your Job Interview: What to Say to Win Your Dream Job*. 0 of 0 people found the following review helpful. Somewhat helpful - but mostly if you have a very diverse job background and want to emphasize each in a resume (and you don't) By rbindc1500+ for overall, maybe - but the words provided for some 'professoins' are of little use. It's clear Wendy has never been invovled in some of the professoins she claims to provide key-words for. I'm not a nurse, but the key-words for someone who is are almost non-existent. And there are \$100,000 opportunities for some nurses. The dollar figures used for Best Cover Letter, Key Words, and Resumes tell you what you need to know. 'Best' I can tell, they haven't been changed in eons. 0 of 0 people found the following review helpful. Four Stars By badkitty I had to rewrite my resume upon graduating college last year, this book helped a lot.

The definitive guide to selecting and using Key Words to build powerful resumes for today's job market.

Excerpt. Reprinted by permission. All rights reserved. From Chapter 1: You talk to a resume professional, recruiter, career counselor or executive coach, and each of them talks of the importance of KeyWords. You read about the Internet and online job search, and the emphasis is on KeyWords and KeyWord Scanning. You listen to a CNN news brief about the latest employment trends, and the reporter highlights the importance of KeyWords in today's competitive job search market. You attend a job search training and networking seminar, and the focus is on KeyWords. You purchase a book on resume writing and executive career management, and the focus is on KeyWords and their importance in the development of resumes, cover letters, broadcast letters and other job search communications. 1500 + KeyWords is the first definitive text on the subject, detailing hundreds and hundreds of KeyWords for specific industries, professions and job functions. This book is easy to use, breaking down KeyWords for 26 major professions - from Sales to Finance, Association Management to Engineering, Real Estate to Healthcare and so much more.