



The Damn Good Resume Guide, Fifth Edition: A Crash Course in Resume Writing

Yana Parker, Beth Brown

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One of the best-selling resume books of all time and a trusted resource for job-seekers for nearly three decades, this edition of *The Damn Good Resume Guide* has been completely revised and updated for today's marketplace.

The Shortest Distance Between You and Your Next Job

For hundreds of thousands of job seekers, The Damn Good Resume Guide has been the go-to resource for writing and refining their resumes to damn near perfection. Filled with savvy advice and written in a straightforward, user-friendly style, The Damn Good Resume Guide will help you zero in on that dream job, then craft a winning resume that gets your foot in the door.

This tried-and-true best seller has been fully revised and updated for today's job market, including:

Contemporary sample resumes (all of which landed interviews!) with job objectives running the career gamut—from line cook to sales manager, school principal to software engineer.

Tips on creating a functional, chronological, or hybrid resume—and advice on choosing which format is best for you.

What to include and what to leave out of your resume, so you get the job you really want.

Smart ways to deal with gaps in your work history and other less-than-ideal resume scenarios.

Instructions for writing cover emails and submitting resumes electronically.

How to set up (and excel at) an informational interview.

Advice for formatting, polishing, and proofing your resume so that it stands out in the right way.

And much more!

Follow Parker and Brown's ten easy steps, and you'll be well on your way to a smart, effective, and thoroughly modern resume—a resume that makes you look good and produces results.

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