



How to Write Better Résumés and Cover Letters (How to Write Better Resumes and Cover Letters)

Patricia K. Criscito

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Written by an expert career advisor, this book shows job seekers how to summarize and advertise their skills clearly and effectively for résumé presentation. But just as important, it also advises on how to get the most out of word processing software by using an appropriate typeface and a logical layout to produce an elegant and truly effective résumé. In today's job market, the résumé must also be Internet-friendly and adaptable for e-mail. Author Pat Criscito enlightens her readers with a virtually fail-safe 12-step process for producing that perfect résumé adaptable to all formats needed for a comprehensive job search. She also offers detailed advice on creating an attention-catching cover letter. Both beginners seeking their first job and professionals looking to advance their careers will find the help they're looking for in this newly updated edition.

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