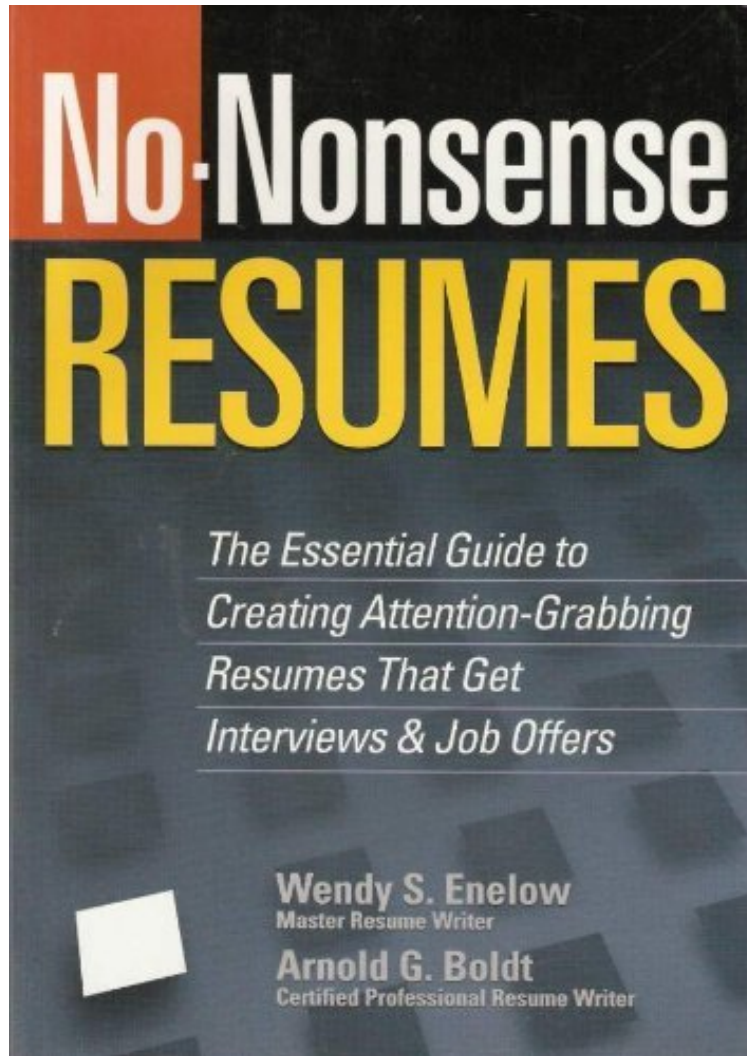


(Mobile book) No-Nonsense Resumes: The Essential Guide to Creating Attention-Grabbing Resumes That Get Interviews Job Offers (No-Nonsense)

## No-Nonsense Resumes: The Essential Guide to Creating Attention-Grabbing Resumes That Get Interviews Job Offers (No-Nonsense)

Wendy S. Enelow, Arnold G. Boldt  
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**Wendy S. Enelow, Arnold G. Boldt : No-Nonsense Resumes: The Essential Guide to Creating Attention-Grabbing Resumes That Get Interviews Job Offers (No-Nonsense)** before purchasing it in order to gage whether or not it would be worth my time, and all praised No-Nonsense Resumes: The Essential Guide to Creating Attention-Grabbing Resumes That Get Interviews Job Offers (No-Nonsense):

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For the first time ever, here's a resume book that clears away the clutter and gets down to the "brass tacks" of what it takes to write and design a resume that will get you interviews and job offers. Authors and professional resume writers Wendy Enelow and Arnold Boldt share their insights, knowledge and more than 35 years of combined experience to help you prepare a resume that will get you noticed, not passed over. No-Nonsense Resumes begins with a thorough but easy-to-understand explanation of the key elements that are vital to creating an "attention-grabbing" resume, including how to:

- Strategically "position" your resume
- Showcase your skills and achievements
- Format and design a professional-looking resume
- Select and integrate key words
- Prepare and distribute your electronic resume

Subsequent chapters offer specific tips on creating winning resumes for job opportunities in virtually every profession: Administration Clerical; Accounting, Banking Finance; Government; Health Care Social Services; Hospitality Management Food Service; Human Resources Training; Law Enforcement Legal; Manufacturing Operations; Sales, Marketing Customer Service; Skilled Trades; and Technology, Science Engineering. Included in each chapter are sample resumes contributed by leading resume writers and career consultants worldwide.

About the Author Wendy Enelow is a well-known and well-respected authority on resume- and cover-letter writing, job search and career management. She is the author of more than 25 career books and has been a certified resume writer and career coach for nearly 15 years. She is the founder and past president of the Career Masters Institute, a professional association that promotes continuing education and excellence among resume writers and other career professionals. She resides in Coleman Falls, VA. First-time author Arnold Boldt has written resumes and cover letters for candidates at all levels, from production workers to top-level executives. He is a Certified Professional Resume Writer and Job Career Transition Coach, and his work has been featured in more than 30 books. He lives in suburban Rochester, NY, where he is managing partner of Arnold-Smith Associates, a career transition consulting firm.