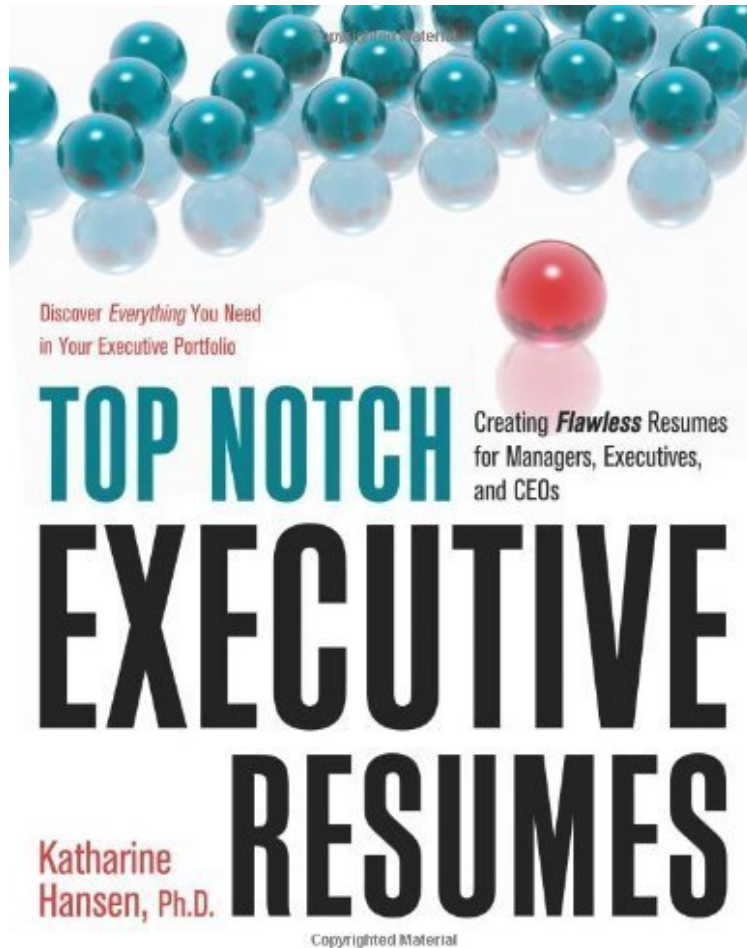


[Free read ebook] Top Notch Executive Resumes: Creating Flawless Resumes for Managers, Executives, and CEOs

Top Notch Executive Resumes: Creating Flawless Resumes for Managers, Executives, and CEOs

Katharine Hansen

*DOC | *audiobook | ebooks | Download PDF | ePub*



DOWNLOAD



READ ONLINE

#733296 in eBooks 2008-07-01 2008-07-01 File Name: B001UFP630 | File size: 32.Mb

Katharine Hansen : Top Notch Executive Resumes: Creating Flawless Resumes for Managers, Executives, and CEOs before purchasing it in order to gage whether or not it would be worth my time, and all praised Top Notch Executive Resumes: Creating Flawless Resumes for Managers, Executives, and CEOs:

12 of 12 people found the following review helpful. Good, Basic Executive Resume AdviceBy William CorsairThe book is well laid out, has lots of useful information, and numerous examples of resumes and formatting layouts, cover letters, positioning statements, etc. The feature I found extremely helpful is the Appendix, which has numerous questions to jump start your thinking about what makes you unique. In the end, it's up to you to sell yourself. There's not much here that's new: much of the information has been around for years. But it's packaged and consolidated in one place, which I found valuable. A colleague and I both voluntarily left the same organization within a month of each other because we were looking for new opportunities. He and his recruiter both recommended this book and the

author's Top Notch Executive Interviews title. I'm at a stage in my career where I've had senior leadership and CEO positions, and I'm not sure that I want to go back to work in another corporate office setting. Interestingly enough, the book cites an ExecuNet study that showed executive job dissatisfaction began as early as 10 months into the job and peaked at 14 months, and that average tenure was 3 years. That's pretty close to my own experience. This book is helping me think through how to better position and market my contract work examples, and what makes my experience and accomplishments invaluable to potential clients. While the book is aimed at those who want to be on salary, its shortcoming is not offering targeted help to those who want to consult and do contract work. That kind of writing is different, in my experience. In my case, I'm looking at some lucrative non-traditional opportunities that give me much more freedom and flexibility than would a corporate position. All in all, good stuff here. 2 of 2 people found the following review helpful. Excellent examples, excellent information
By MsPerhaps the best resume book I've encountered. Gives not only a great set of examples and formats, but provides insight shared by HR, recruiters, and resume screeners. Not sure I agree with taking the "branding" concept as far as they do (shading sections of your resume, etc), but I do understand their idea to make an impression with a certain look. Still a 5 star.
2 of 3 people found the following review helpful. You can't read any Resume or Cover Letter Samples
By Cathythe reason I give 1 star is not for the content of this book, it's the kindle version of this book is totally unreadable. This book provided very good layout and format for the resumes and cover letters. the only problem is you can't see the details what's written in those resumes. The kindle version treat the resume as a whole picture or graph, rather than text. You can't zoom this resume and you can not change the font to make the text readable. As a reference book, the whole point is you want to see what's the content of the resume not just a snapshot of its frame. Another problem with this ebook, the flexibility and easiness to go back and forth is really pain in the as*. While writing a resume you want to compare few samples and highlight some of the content, it takes ages to go from the first resume to the last resume. I still want to point out, the book itself is great. I would strongly recommend to buy the paper version of this book. I would regard it is worthwhile for the money.

"Branded resumes that illuminate the candidate's unique value proposition and ROI are a must in today's quest for the executive suite. Top Notch Executive Resumes not only explains how to integrate branding into career-marketing communication, but also how to craft resumes that address your fit with the organization's mission and meet an employer's specific business needs. Hansen instructs high-level professionals in framing past accomplishments so that the employer can visualize the executive's strategic vision and industry insights, as well as what he or she can contribute. Highlights of the book include: * A huge collection of resume samples in cutting-edge formats, organized by profession for easy navigability. * Examples of a wide variety of complementary documents--including leadership profiles and executive bios--that top-level professionals need to round out their executive portfolios. * Special additional features, including the preferences and peeves of hiring decision-makers, guidelines for working with recruiters, frequently asked questions, and case studies detailing complete job-search marketing campaigns. Let Top Notch Executive Resumes get you into that corner office! "

About the Author Katharine Hansen is an instructor and creative director of Quintessential Careers, one of the most popular job-search sites. She holds a Ph.D. in organizational behavior and the certifications Master Resume Writer and Credentialed Career Master from Career Masters Institute/The Career Management Alliance. Hansen owned and served as chief writer for a resume-writing service for five years and was previously writer-editor at numerous newspapers, magazines, and nonprofit organizations. Hansen has published several books on cover letters, networking, and writing skills.