

(Mobile book) Unbeatable Resumes: America's Top Recruiter Reveals What REALLY Gets You Hired

# Unbeatable Resumes: America's Top Recruiter Reveals What REALLY Gets You Hired

Tony BESHARA

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Foreword by Dr. Phil McGraw

# UNBEATABLE RESUMES

AMERICA'S  
TOP RECRUITER  
REVEALS WHAT  
REALLY GETS  
YOU HIRED



**TONY BESHARA**

*Author of The Job Search Solution and Acing the Interview*

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before purchasing it in order to gauge whether or not it would be worth my time, and all praised Unbeatable Resumes:  
America's Top Recruiter Reveals What REALLY Gets You Hired:

0 of 0 people found the following review helpful. Not the cure but helped with morale :)By CustomerI like all the sample resumes in this book, it definitely helped me to restructure my own resume. However, even with the restructuring I don't feel like this helped me to get a job. I have been contacted by a few recruiters but again things didn't work out :/. I didn't really buy this book as a cure to my unemployment problem but it definitely gave me some self confidence, and helped me to be more proactive in my job search( like calling hr and reaching out to my network of friends and family).0 of 0 people found the following review helpful. Get this resume book and toss the rest!By

lovely Beshara is one of those people who has a gift for guiding and teaching what he knows clearly and concisely. If you're not getting hits on your present resume, use this guy's advice. Look carefully at the actual empirical data he collected as a headhunter/recruiter on what recruiters look for (They DO NOT read cover letters 86% of the time. They want REVERSE CHRON, They kinda don't give a rat's butt about lots of stuff we were all told to care about by all the alleged "blog job experts" out there on the interwebs. Thank you! 0 of 0 people found the following review helpful. A must for any job-seeker. By Krystal This book helped me get my newest job, without question. In addition to giving you great resume writing advice, it also contains many helpful interviewing and job search tips. It has pages and pages of actual resume examples, across multiple industries, so you can see what your updated resume should look like, depending on what field you work in. For example, it includes samples for many common industries or career types in addition to the following fields: College professors, medical personnel, government employees, military background/personnel, clergy/religious, and many more. Whatever your career history or current situation is, this book will help you with your transition.

Need serious help with your resume? Turn to the employment expert Dr. Phil calls "the best of the best"! What does Tony Beshara do that most experts don't? While the experts write resumes all day, Tony—the veteran placement specialist featured regularly on the Dr. Phil show—actually uses them to get people jobs. With *Unbeatable Resumes*, Tony dissects and discusses real-life resumes for jobs in a wide range of industries from healthcare to banking, construction to technology, administration to sales and marketing, and more. The book shows readers how to build a powerful resume, utilize keywords effectively, use gaps and job changes to their advantage, and pair their resumes with concise, dynamic cover letters. He complements his expertise (he has personally placed more than 8,500 professionals) with the results of a survey of more than 3,000 managers, executives, HR specialists, and other hiring authorities about what gets read, interviews granted, and jobs offered. Readers will learn: • The critical components of well-written resumes • How to ensure their resumes actually gets read... by the right people • What employers look for, and what turns them off • How to customize a resume for a particular job • The truth about video resumes, job-search websites, and social networking sites like Facebook, LinkedIn, and MySpace • And much more *Unbeatable Resumes* shows job seekers of all types how to present themselves in the best possible light for the best possible position.

"A must-have guide... Beshara's a proven super talent. Read him." — Joyce Lain Kennedy, nationally syndicated columnist, Tribune Media Services  
From the Back Cover Whether you've been on the job hunt for a day, a year, or more, you already know that there are countless "experts" out there. So why is only one of them—Tony Beshara—a regular guest on Dr. Phil? Once you dig into Tony's resume book, you'll understand why. *Unbeatable Resumes* is first and foremost a treasury of great resume tips. In this upbeat and incredibly practical book, Tony presents and critiques hundreds of examples from sample resumes. He demonstrates specific, powerful techniques and attention-grabbing language, and shows how to stay honest and yet put the most positive spin on liabilities like employment gaps and job-hopping. Tony doesn't stop there. After showing you how to create your killer resume, he tells you what to do with it, including: • How to identify every possible networking contact • Whom to call, how often, and what to say • How to complement your resume with the only kind of cover letter you should ever use • How to leverage Facebook, LinkedIn, MySpace, and other online resources • How to make your candidacy stand out in even the most crowded job markets • And much more Just as he does on television, Tony brings to this book his incredible wealth of experience—not just as a resume pro but also as one of America's most tenacious and successful recruiters. While most resume services just do resumes only, Tony Beshara has personally placed close to 9,000 professionals in great jobs in every conceivable field. And don't forget his unparalleled access to executives, managers, supervisors, HR professionals, and the other people who hold the keys to your career success—including the more than 3,000 hiring authorities he has surveyed to reveal what really gets read, interviews granted—and jobs offered. Read on. The next one hired could be you. Advance praise for *Unbeatable Resumes*: "Tony Beshara never claims to be a magician at connecting people with jobs. I claim that for him! Tony's the Abracadabra wizard I go to when I need the latest know-how from the ground up. Memorize this book and feel the magic!" — Joyce Lain Kennedy, syndicated columnist and author  
*Unbeatable Resumes* is a valuable resource for job seekers today. As an experienced recruiter, Beshara brings a savvy and sensible perspective to the topic of resumes, and his practical insights can help job hunters who face a challenging job market. The book includes a wide variety of resumes as well as useful and up-to-date resume and job-search advice." — Martha E. Mangelsdorf, author of *Strategies for Successful Career Change*  
Tony Beshara is the owner and president of Babich Associates, the oldest recruitment and job placement firm in Texas. His previous books include *Acing the Interview* and *The Job Search Solution*. About the Author TONY BESHARA is the owner

and president of Babich Associates, the oldest placement firm in Texas. He is the author of *The Job Search Solution* (978-0-8144-7332-0) and *Acing the Interview* (978-0-8144-0161-3).