

Expert Resumes For Military To Civilian Transitions 2nd Ed

Provides the latest tips and strategies regarding social network sites such as LinkedIn, personal networking and interviewing to shorten your job search, advance your career and increase your income. It includes a special section of resume examples for military veterans returning to the workforce. Completely updated with new material, this bestselling job search guide can help you keep up with changes in the job market—from updating the language of your resume to using social media networking to make professional connections that are essential in finding new employment opportunities. For more than thirty years, Martin Yate's Knock 'em Dead series has helped millions of people succeed in their job search and has continued to be one of the most powerful in the field, constantly meeting the challenges of the modern marketplace. In Knock 'em Dead, you'll learn to create a resume that works, build strong profession-relevant networks, and develop street-smart strategies for getting more interviews and learning how to turn those job interviews into job offers. More than a job-search guide, you'll have a blueprint for becoming more successful, while gaining the ability to control your professional destiny and your economic security. This unique book gives you a practical, thoughtful, and carefully integrated new approach to successful career management in an age of uncertainty. Rather than a series of canned answers, this book is your gold standard for job change, professional growth, and a successful and fulfilling life.

The latest release in CareerPro Global's 21st Century Career series, this book is founded on decades of experience from the authors of the Master Military Resume Writer and Master Federal Career Coach certifications. Readers will learn how to write military-to-federal, military-to-defense contractor, and military-to-corporate resumes that are proven to earn job interviews. There is also a Veteran's Toolbox that contains tons of useful information and resources, including resume samples and easy-to-use templates. Armed with all of this information, the twenty-first-century veteran will be able to transition fast, strategically, and with confidence.

Professional resume and cover letter writers reveal their inside secrets for creating phenomenal cover letters that get attention and land interviews. Features more than 150 sample cover letters written for all types of job seekers, including the Before-and-After transformations that can make boring letters fabulous.

*Ten Steps to Transforming Your Military Experience Into a Competitive Federal Resume
First-Ever Book on Federal Resume Writing Featuring the Outline Format Federal Resume
Federal Resume Guidebook, 7th Edition, Print Book
With Sample Cover Letters*

Out of Uniform, Second Edition

Real Resumix & Other Resumes for Federal Government Jobs

Revised edition of the author's Out of uniform, c2012.

Transitioning to the civilian work world is filled with challenges for over 250,000 military personnel who leave the various services each year. It's especially difficult for those who are uncertain how to clearly communicate what they do well and enjoy doing to civilian employers. Written by the authors of the popular "Corporate Gray Series" for transitioning military personnel (2.1 million copies distributed since 1998); this book provides all the necessary information for writing and distributing outstanding resumes and letters. The authors show how to produce, distribute, follow-up, and evaluate resumes and letters with maximum impact. Includes 65 key principles, a 6-step military-to-civilian language translation process, over 75 sample resume and letters, 100 top Internet employment sites, and more.

Newly revised and updated, this is the industry standard for executives and professionals in all major industries, and includes a free resume review by the author. Steven Provenzano is President of ECS: Executive Career Services and DTP, Inc. ECS is a team of certified experts specializing in career marketing at all income levels. Mr. Provenzano is the author of ten highly successful career books including Top Secret Resumes & Cover Letters, 4th Ed., the Complete Career Marketing guide for all job seekers. He is a CPRW, Certified Professional Resume Writer, a CEIP, Certified Employment Interview Professional, and has written or edited more than 5000 resumes for staff, managers and executives at all income levels during his 20 years in career marketing and corporate recruiting. His team is so highly regarded, they were selected to write more than 1500 resumes for all of SAP America's domestic consultants. Steven has appeared numerous times on CNBC, CNN, WGN, NBC/ABC in Chicago, in the Wall Street Journal, Chicago Tribune, Crain's, the Daily Herald, and on numerous radio programs. His work is endorsed by Chicago Tribune career columnist Lindsey Novak, as well as top executives from the Fortune 500, including Motorola, Coca-Cola and other firms. You may email your resume direct to the author for a free review, to the email provided on the back cover.

All the things you need to know when you're putting the military in your rear view In Military Transition For Dummies, you'll talk a walk through how to transition from active military service to civilian life as smoothly and easily as possible. You'll discover how to make the nuts-and-bolts changes to reach your potential in your new lifestyle. From finding a job you love to navigating educational opportunities and keeping yourself mentally strong, this vital book shows you how to: Find your next career, including how to write an effective resume and conduct a thorough job search Protect your mental and physical well-being by seeking out and accessing the supports you want and need Manage your money and make the financial adjustments that are necessary for succeeding in the civilian world Perfect for active service members who are expecting to transition out of the military in the near future, Military Transition For Dummies is also ideal for anyone who's recently left the service and hopes to make the most of their new life.

*Ready, Aim, Hired: Survival Tactics for Job and Career Transition
Get Noticed Get Hired*

Expert Resumes for Dirty Jobs, and Clean Ones, Too

How to Build a Successful New Business in 90 Days

The \$100,000+ Entrepreneur

Cover Letter Magic

Polish up that old resume—and land your dream job We've all been there: it's time to apply for a job or internship and you have to create or revise your resume. Many questions pop in your head. What do employers want? What skills should I highlight? How do I format this? How do I get noticed? But resume writing doesn't have to be a daunting task. The latest edition of *Resumes For Dummies* answers all of these questions and more—whether you're a resume rookie, looking for new tips, or want to create that eye-catching winning resume. In this trusted guide, Laura DeCarlo decodes the modern culture of resume writing and offers you insider tips on all the best practices that'll make your skills shine and your resume pop. Let's start writing! Write effective resumes that will stand out in a crowd Understand Applicant Tracking Systems and how to adapt your resume Keep your resume up with the current culture Position a layoff or other career change and challenge with a positive spin Leverage tips and tricks that give your resume visual power In order to put your best foot forward and stand out in a pile of papers, it's important to have an excellent and effective resume—and now you can.

Applying for a federal job or promotion no longer requires a lengthy, lifeless form. Instead, applicants can emphasize their strengths, skills, and smarts in resumes that will hook hiring staff and make personal qualifications shine.

Shows military veterans how to market their skills and experience and translate them into language that resume-reading prospective employers will understand, in a book that offers job strategies, tips on electronic resumes, resume-writing advice and 180 pages of sample resumes. Original.

This collection of resumes is aimed at people at all levels of management, from front-line supervisors to top-level executives. In addition to hundreds of pages of sample resumes, the authors present sound resume writing advice, including how to create and use an electronic resume. The appendix includes Internet resources for an effective online job search. New for the second edition is a section of cover letter samples and writing advice.

A Killer Resume Gets MORE Job Interviews!

A Proven Process for Finding, Applying For, and Landing U.s. Government Jobs

Knock 'em Dead Resumes

Career Moves

Roadmap to the Senior Executive Service, 2nd Edition

Write a winning resume and land that job interview! Is your job search stalling out after you submit a resume but before you're offered an interview? With a recession that has caused a 10% unemployment rate affecting 15.3 million Americans, having a winning resume is vital to securing an interview—and it demands a fresh look at how you write your resumes and market yourself. Whether you're entering the job market for the first time, looking for a new job after a lay off, or changing careers, *Resumes For Dummies* shows you the ropes and rules for a new era in recruiting and jobsearching. Instructions for writing an inclusive core resume Tips on targeting a known position, or tailoring a resume to specific industries Common resume-writing mistakes to avoid Updated with the latest information on privacy issues in the electronic age, *Resumes For Dummies* is your go-to guide for getting your foot in the door.

Demystifies the process of running a business, from developing a plan to managing personal and professional finances, in a detailed resource that includes recommendations for such topics as marketing, developing client relationships, and technology. Original.

Model cover letters and resumes cover such fields as aviation, communication, finance, and sales

If you've been working in a specialized field like supply or logistics, you really yearn to see sample resumes and cover letters of job hunters who have a similar background to yours. These resumes and cover letters were used in real job campaigns, and they speak the language of supply and logistics. You will gain insights into how to use the specialized language of supply and logistics and actually translate technical concepts of the supply and logistics field into language that can be easily understood.

How to Best Communicate Your Strengths to Employers

Your Guide to a Successful Military-to-Civilian Career Transition

Roadmap to Federal Jobs

Resumes For Dummies

Military to Federal Career Guide

The Journey Home

Enter the civilian workforce armed with a perfectly crafted resume You've spent time in the military learning valuable skills; now it's time to take that training and embark on a new, civilian career. Get an edge on the other job applicants with *Resumes for Former Military Personnel*, a resource packed with expert advice on crafting a concise, stylish resume that will instantly get you noticed. With this go-to guide you'll: Get access to nearly 100 sample resumes and cover letters Organize and draft your resume with the aid of helpful worksheets Discover the common elements in the most popular resume formats Learn to use vivid, active verbs in your resume Find out how to lay out and submit resumes electronically In today's job market, an effective, eye-catching resume is essential for success. With the help of *Resumes for Former Military Personnel* you'll make a strong first impression and take a confident step toward landing the civilian job of your dreams. Get ready to find a career as a: pilot * computer technician * store manager * paralegal * HR specialist * medical technician * payroll coordinator * mail-service manager

In today's competitive job market, if your cover letter doesn't grab the interviewer's attention, he or she may never even glance at your resume. *Nonsense Cover Letters* gives you the powerful practical tools to write "attention grabbing" cover letters that complement your resume and get you more interviews and job offers. The book begins with a thorough but easy-to-understand explanation of the key elements that are vital to creating "attention grabbing" letters including: why writing a cover letter is about selling yourself; how to craft targeted cover letters; when to use bullets or paragraphs; and creating E-letters for today's E-search environment. Subsequent chapters offer tips on writing winning cover letters for opportunities for virtually every profession.

"For most people, the hardest part of writing a resume is getting started. In this book, professional resume writers and career counselors Wendy Enelow and Louise Kursmark give you the help you need to start--and pull together a stunning resume with ease!: the top nine resume strategies for getting noticed and getting interviews; plus format and presentation standards, step-by-step writing instructions, with examples every step of the way, techniques for choosing the best resume type for your situation, tips to use technology effectively in your job search, including scannable and electronic resumes, an extensive directory of job search resources on the Web."--P. [4] of cover.

Author, Kathryn Troutman, is the known "Federal Resume Guru". This is the FIRST-EVER book on Federal Resume Writing and it is continually used as a text inside of Federal Agencies in the Government to teach Federal Resume Writing to current Federal Employees. The Federal Human Resources Specialists like the Outline Format which is featured in this text and created by Kathryn Troutman, The Outline Format features ALL CAP KEYWORDS from the job announcement; small paragraphs for easy reading; and Accomplishments to prove the KSAs that are required for the position. This 5-page resume format and the samples in THIS BOOK, can result in BEST QUALIFIED, REFERRED, INTERVIEWED AND HIRED APPLICANTS for Federal Careers. The Federal Resume is different than the Private Sector Resume. Five pages vs. two pages. The resume must match the USAJOBS announcement qualifications, keywords and questionnaire. See samples and learn the differences that can result in a BEST QUALIFIED application for a Federal Career or Promotion! ALSO Federal Career Change chapters to break into a Federal career from military, contracting, private sector, new graduates.

A Guide for Military Veterans Transitioning to Civilian Careers

Military-to-Civilian Resumes and Letters

Expert Résumés for Managers and Executives

Create the Perfect Resume for the Top-Level Positions

Real Resumes for Supply and Logistics Jobs

Military Transition For Dummies

Learn how to find Senior Executive Service (SES) government jobs, determine your qualifications, and develop your application. As a new generation of leaders steps forward to transform the federal government, will you be among them?

Shows veterans exactly how to market their skills and experience and translate them into language their resume readers will understand.

A collection of professionally written resumes aimed at anyone who has left work for a period of time and then wanted to return.

*Essential information for service members' wives and families*Benefits, resources, and sound advice for a quality life in the service: Now in its sixth edition, this book covers all the information a service wife needs to survive and prosper in a service environment, including a complete description of family-friendly programs, advice for coping with periodic separations, tips for managing a separate career, discussion of living overseas, information on raising a family, and details on being a full participant in the rich and rewarding social aspects of military life.

Meeting the Challenges of Service Life

How to Find SES Jobs, Determine Your Qualifications, and Develop Your SES Application

Be Strategic About Your Future (Revised and Enhanced Edition)

Resumes and Cover Letters that Have Worked

Top Secret Executive Resumes, Updated Third Edition

Trade Secrets of Professional Resumé Writers

Shows veterans exactly how to market their skills and experience.

Newly revised and updated for 2018, this is the only book of its kind to include documented results on more than 100 pages of resume examples, as well as a free resume analysis by the author. Steven Provenzano, Certified Professional Resume Writer (CPRW) and Certified Employment Interview Professional (CEIP), has written more than 5,000 resumes in his 20-year career as writer, career coach and corporate recruiter. He is President of ECS: Executive Career Services & DTP, Inc., a career consulting firm in the Chicagoland area. This practical, no-nonsense book shows readers how to identify and market their top leadership skills with a new, high-impact Profile section, and how to leverage their talents and their brand on LinkedIn. Includes a before/after chapter, a military conversion resume, job search books and resources, motivational articles by various experts, the most popular websites for executive job seekers, and sections on effective resume use, networking and interviewing. Mr. Provenzano reveals the secrets of Certified Resume Writers, and the latest job-winning techniques for executives. He includes support materials designed specifically for executives, including follow-up letters, salary histories and reference sheets. This is the must-have guide to expand your career horizons. You may send your resume direct to the author for a free resume review, with or without book purchase to: Careers1@Execareers.com

Learn proven processes for finding, applying for, and landing U.S. Government jobs.

Shifting demographics, economic turmoil, globalization, and a connected mobile culture have dramatically changed the workforce.

Experienced career experts Caitlin Williams and Annabelle Reitman show you how to create your dream career by using and blending these changes in your career-planning process. Explore key competencies that professionals need to be successful, and learn how to make them work for you. This third edition is packed with all new material to help you succeed. Explore the key trends in the training profession. Learn to embrace the changes in the training industry to advance your career. Take advantage of the many exercises to help guide your career choices.

Expert Resumes for Military-to-Civilian Transitions

The Federal Resume Guidebook

Today's Military Wife

No-nonsense Cover Letters

Mission Transition

Resumes for Former Military Personnel

Expert Resumes & LinkedIn Profiles for Managers and Executives was written specifically to address the nuances of writing for senior-level job search candidates. For managers and executives, writing resumes and LinkedIn profiles is a complex process that requires strategy, careful selection of the right material to showcase, and the most-effective presentation style to capture the targeted audience. Management and executive job seekers must consider how best to: Communicate their personal brand and value Identify qualifications, experiences, and achievements most related to current career goals Position their most relevant and impressive information with the right language and format to capture attention and inspire interest Determine how best to write and present extensive career information for maximum impact Cull past experiences to showcase early career success Format and design their resume to maximize visual focus on what matters most Create a LinkedIn profile that is a complement to the resume--but not an exact copy, written to showcase personality and keyword optimized to attract recruiters and employers This book addresses all of these topics and much more. The first section of the book provides an in-depth analysis of each critical component of writing, formatting, and designing senior-level resumes and LinkedIn profiles--everything from crafting personal branding statements, to determining your best resume structure, to writing job descriptions that are rich in content, achievement, and keywords. The second section includes 100+ pages of sample resumes and LinkedIn profiles targeted to all levels of management and executive careers--from front-line managers to CEOs, and all positions in between. Authors and Master Resume Writers Wendy Enelow and Louise Kursmark have each spent more than 30 years writing resumes, training professional resume writers, speaking to job search audiences, and writing about evolving trends in job search. Expert Resumes & LinkedIn Profiles for Managers and Executives is the latest in the authors'

library of 20+ books. By following the writing strategies and actions outlined in the book, senior-level job seekers will become confident in communicating their brands, marketing their expertise, and moving their careers forward. This book is the first and only comprehensive guide to Federal jobs and the Military resume for enlisted personnel and officers. The easy-to-follow step-by-step format can help former military personnel get jobs with popular agencies like Homeland Security, FBI and the Drug Enforcement Agency. The U. S. Government faces a severe hiring crisis as baby boomers retire. There is also an increased need for employees with military backgrounds to fight the domestic war on terrorism. Former military personnel are needed at every salary level.

Expert Resumes for Military-to-civilian TransitionsJist Works

"A killer resume gets more job interviews."

Expert Resumes for Military-to-civilian Transitions

Career For Dummies Three eBook Bundle: Job Interviews For Dummies, Resumes For Dummies, Cover Letters For Dummies

Expert Resumes for People Returning to Work

Knock 'em Dead

Operation Job Search

Roadmap to Job-Winning Military to Civilian Resumes

Mission Transition is an essential career-change guide for any transitioning veteran that wants to avoid false starts and make optimal career choices following active duty. Every year, about a quarter of a million veterans leave the military - most of whom are unprepared for the transition. These service members have developed incredible leadership, problem-solving, and practical skills that are underutilized once they reach the civilian world, a detriment to both themselves and society. Well-intentioned Transition Assistance Programs and other support structures within the armed forces often leave veterans fending for themselves. The mission-first culture of the military results in service members focusing on their active duty roles in the year leading up to their separation, leaving them little time to adequately prepare to join the civilian world. President of Purepost, a next-generation staffing solution and public benefits corporation, and author Matthew J. Louis guides military personnel through the entire process of making a successful move into civilian professional life. In Mission Transition, this book will: Guide you through the process of discovering what path you want to take going forward Teach you the strategies that will make your résumé stand out Provide suggestions to help you prepare for and ace the interview Discuss ways to acclimate to your new organization's culture and pay it forward to other veterans Each chapter includes advice from other veterans, illustrations of key concepts, summaries, and suggested resources. Let this well-written and easy to follow guidebook help you transition out from the military and commit to being successful in the next chapter of your life.

"The stories . . . are top-notch and engaging as soldiers and veterans grapple with big questions while seeking meaning in life and coping with war and PTSD." —Booklist Ask combat veterans to name the worst experience of their lives, and they'll probably tell you it was war. But ask them to choose the best experience, and they'll usually say it was war, too. For those who haven't served in combat, this is nearly impossible to understand. The spectrum of emotions experienced by a combat veteran is far wider than that experienced in civilian life, and for that reason it can be hard for a veteran to re-assimilate. What is it about war that soldiers miss? This is a question every civilian should try to understand. Weaving together a wide range of stories, from the flight deck of a U.S. aircraft carrier off Syria to climbing a forbidden Himalayan pass into Tibet, this moving, insightful book explains one of the most everlasting human pursuits—war. But it is also about coming home and confronting another kind of struggle, which we all share—the search for happiness. In this collection, Nolan Peterson writes of war from the perspective of both combatant and witness, taking us from missions over Afghanistan as an Air Force special ops pilot to the frontlines against ISIS in Iraq, and to trench and tank battles in Ukraine. Interweaving his reports with a narrative of his own transformation from combat pilot to war journalist, he explores a timeless paradox: Why does coming home from war feel like such a disappointment?

This book is designed to help people who seek their first federal government job as well as federal employees who want to advance in the system. The process of getting a government job often involves preparing complex applications or specialized resumes which include the "resumix." One complication of the federal hiring process is that the resume used for federal employment is not the same as the resume used to obtain civilian employment. This book shows examples of effective federal resumes and "resumix" that have worked for real people. The book doesn't simply "tell how" to write the resumix or federal resume; it actually "shows how" to write effective federal resumes in sample after sample related to multiple fields. This book will do a great deal to make the federal hiring process understandable as it illuminates one of the most complex features of getting a government job: writing the federal resume or resumix. In addition to the federal resume, application for federal employment can be made by preparing the Optional Form 612 (OF 612). This book also contains examples of the 612 application.

Based on today's real-world job search trends, Modernize Your Resume shows you how to craft a winning resume to meet the complexities of today's highly competitive and technologically driven employment market. The entire job search process is evolving at a remarkably rapid pace, and your resume is at the foundation of it all. In this book, you'll learn to: * Write tight, lean, clean, and laser-focused content to keep your reader engaged. Focus on information that is relevant and integrate keywords that are vital to being found online. * Create a distinctive design to make your resume stand out and capture attention. Getting noticed is step #1, so make that happen and you're on your way. * Understand how to use today's modern resume for both person-to-person job search as well as electronic, digital, and mobile search technologies. * The 80+ resume samples demonstrate these strategies in action for real-life job seekers who've excelled in their search campaigns. The samples showcase the resume writing work of Enelow, Kursmark, and many of their colleagues who are also well respected for their expertise in resume strategy, writing, format, and design. Clear

guidelines and easy-to-follow examples give you practical know-how for building your own powerful resume that will serve all of your job search needs. You'll learn what works, why it works, and how you can make it work for you. The resume book we've all been waiting for from resume industry leaders Wendy Enelow and Louise Kursmark. Rich Feller, Past President, National Career Development Association

Navigating the Opportunities and Obstacles to Your Post-Military Career

The Essential Guide to Creating Attention-grabbing Cover Letters that Get Interviews & Job Offers

Why Soldiers Miss War

Expert Resumes for Career Changers

Resumes and Cover Letters that Have Worked for Military Professionals

Modernize Your Resume

Operation Job Search is the ultimate guide for US military veterans seeking employment after discharge. It provides information about the civilian workforce, rubrics for navigating one's career, and a list of essential resources to consult during the job search. Also included are sections dedicated specifically to suggestions and resources available to female veterans. Weiss explains that hiring managers and human resources directors hire veterans who make the effort to build a professional relationship. He discusses the importance of leaving the house and meeting employers at venues such as job fairs, trade shows, office parks, and even Starbucks. Weiss offers practical instructions and crucial tips, such as: Establish an operations center (home office) for job hunting Don't be afraid to make cold calls Dress appropriately for job interviews and practice communicating in civilian-speak, not military jargon Target military-friendly companies that value the skills of returning military personnel If you are a US military veteran searching for a job, Operation Job Search will guide you every step of the way?from translating your skills into civilian-speak to negotiating your contract.

Blue Collar Resumes

The Ultimate Job Search Guide

Expert Resumes and LinkedIn Profiles for Managers & Executives

Including Samples of Real Resumes Used to Apply for Federal Government Jobs

Expert Resumes for Military-to-Civilian Transitions , 2nd Edition

Top Secret Executive Resumes