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Top Notch Executive Resumes by Katharine Hansen, July 1, 2008, Career Press edition, Paperback in English

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

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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! Katharine Hansen is an instructor and creative director of Quintessential Careers ([www.quintcareers.com](http://www.quintcareers.com)), 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

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Executive 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.

In these turbulent times, the job-interview game is more different than ever for executives. They face a longer interview process, must demonstrate a vision to meet the prospective employer ' s challenges, and will undergo intense vetting before receiving a job offer. Top Notch Executive Interviews reveals what employers really want and expect to see in executive candidate interview behavior and content. The book ' s coverage of the executive interview difference, its case studies of senior-level

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managers in sticky interview situations, and its broad collection of hiring decision-maker interview peeves and preferences make it the must-have companion volume to Top Notch Executive Resumes. This vital book includes an insightful examination of critical differences that distinguish executive-level interviews from all others, along with extensive information on leveraging relationships with recruiters, plentiful sample interview questions and suggested responses, and a comprehensive list of sample questions to ask the interviewer. Special additional features include: — Detailed tips on how to land an interview and conduct pre-interview research. — The importance of nonverbal behavior and attire. — A thorough guide to interview formats. — An interviewing checklist. — A chapter

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**Executive Interview Questions** — A directory of executive-interview coaches. — And post-interview chapters covering thank-yous, follow-ups, references, vetting, background checks, plus negotiating and weighing job offers.

An insider shows how to tailor a résumé that sets applicants apart from a sea of candidates. Recruiting director Brad Karsh has worked with thousands of misguided job seekers. Now he's putting his experience into print, with step-by-step guidelines to improve the wording, content, and format of any résumé. Knowing how employers choose candidates, the author shows how to make a résumé stand out. Whether readers are looking to make a career change, re-enter the workforce, find a first job, or acquire an internal

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position, Karsh demonstrates how to transform any résumé?and get results. Includes advice for: ? First jobs ? Re-entering the work force ? Applicants who have been laid off ? Career changes ? Older applicants ? And more

How to Write a Stellar Executive Resume is a step-by-step guide that empowers readers to create an effective and stand out from the crowd as a top candidate for an executive position. Brenda Bernstein, a Certified Executive Resume Master and author of the #1 Bestseller How to Write a Killer LinkedIn Profile, shares the tips and tricks she ' s learned from more than two decades of helping job seekers get connected with the right position. Readers will discover:

- The importance of knowing the target audience and how

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to best connect with them • Key social media tips for spreading the word about their skills and experiences • Why good ol' cover letters are important, and how to use them effectively • Power verbs to use, and words to avoid • Samples of successful resumes

For many executives conducting a job search, it may have been quite a while since they were last “looking.” It's easier than ever to apply for a job – and as a result, there's a lot of competition for a limited number of openings. There's a lot to learn about the recruiting world we live in, and the best ways to use the tools at our disposal. This book provides practical, proven, up-to-date best practices for creating an effective executive resume that gets results.

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The nation's #1 online resume service offers its exclusive advice on how to craft a winning resume The Resume.com Guide to Writing Unbeatable Resumes draws upon the author's considerable expertise, as well as the vast Resume.com database, to arm job seekers with: Sample resumes for every profession and job category, at every level, from entrylevel to executive A comprehensive database of keywords, arranged by industry Electronic job-hunting advice and strategies, with tips on how to make any resume stand out online A detailed Before & After resume trouble-shooting worksheet Job seekers will also find an exciting added value with this essential text. With the purchase of this book, they'll be able to receive a free resume consultation with one of Resume.com's career

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What does Tony Beshara do that most r'sum' "experts" don't? While the experts write r'sum's all day, Tony-the veteran placement specialist featured regularly on the Dr. Phil show-actually uses them to get people jobs. With Unbeatable R'sum's, Tony dissects and discusses real-life r'sum's 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 r'sum', utilize keywords effectively, use gaps and job changes to their advantage, and pair their r'sum's with concise, dynamic cover letters. He complements his expertise (he has personally placed more



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(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 r'sum's read, interviews granted, and jobs offered. Readers will learn: \*

- \* The critical components of well-written r'sum'
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- \* And much more

Unbeatable R'sum's shows job seekers of all types how to present themselves in the best possible light...for the best possible position.

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Don Asher, author of the popular OVERNIGHT series, tackles one of the hottest topics in business today: the executive resume. From V.P. on up to C.E.O., this book provides the largest compendium of executive resumes available to the general public. Whether he's giving hints on getting head-hunted, upgrading your current position, or launching an all-out top-level job hunt, Asher has the tricks of the trade, and the successful executive client base to back it up. Through Resume Righters, his very successful service, he has helped many, many executive-suite types (from bank presidents to advertising directors, sales leaders to legal eagles) find that elusive dream job. Packed with hints and tricks discreet enough for the executive suite, but offbeat enough to be unusually effective. Includes hard-to-find

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Information on such high-level requirements as the narrative biography, the modified chronological r?©sum?©, and the corporate presentation.

Yana Parker has helped hundreds of thousands of job seekers write and refine their resumes to damn near perfection. Her resume guides have been praised for their user-friendly style and savvy advice and, rightly so, have become staples in libraries, career centers, and employment offices nationwide. Now, in this fully revised and updated edition of the best-seller, you can quickly garner resume-writing wisdom by following 10 easy steps to a damn good resume. Also included are completely new sections on formatting resumes and submitting resumes over the

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Internet. Here is a resume guide you can count on to help you get that resume done fast and get it done right.

This empowering and accessible guide shows career rookies how to get a foot in the door-and then kick it wide open. The revised second edition emphasizes the importance of contemporary social networking, such as discussion groups and forums, online portfolios, and blogging. Featuring a list of networking hot spots, confidence-building advice for the shy or intimidated, and a comprehensive guide to informational interviewing, A FOOT IN THE DOOR reveals proven strategies that will help those seeking their first real-world job land the position they've been looking for. A concrete and practical guide to the nuts and bolts of

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networking, using a step-by-step approach geared to recent grads and young career changers. Helps young professionals identify who they should connect with.

Katharine Hansen's books have sold 145,000 copies.

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