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## Top Notch Executive Resumes Creating Flawless Resumes For Managers Executives And Ceos

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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

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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 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

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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!

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! 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

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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.

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 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 on tricky interview situations. □ 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.

How to Write a Stellar Executive Resume is a step-by-step



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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 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.

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 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

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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 information on such high-level requirements as the narrative biography, the modified chronological resume, and the corporate presentation.

The Proven, Professional Resume and Job Search Guide for Executives in the 100K and Above Salary Range This new, expanded edition of a classic bestseller supplements veteran career advisor William Montag's years of experience with the powerful online resources of CareerJournal.com, The Wall Street Journal's own career Web site. Let this handy resource be your own professional executive coach with up-to-the-minute advice on how to land your ideal executive job using proven high-visibility marketing techniques. The top-notch, real-world resume and cover letter samples inside will help you launch your search with the same competitive edge held by the top-level clients of Montag Associates. You'll learn how critical self-marketing is to your success and how to maximize your marketability by pairing the perfect cover letter with the right resume for any job opportunity. By combining the

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author's power packaging and patented Expansionist Theory(TM) methods with 24/7 online job search strategies you can outmarket, outsmart, and outclass the competition. Put your executive job search on the fast track with: \* All the marketing techniques and online skills of professional executive career coaches \* Up-to-date listings of the best career and job search sites on the Internet \* Sample resumes accompanied by their own specially designed cover letters \* Frequently asked questions and market-tested answers \* Top ten rules for the twenty-first-century job market

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 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 on tricky interview situations. -A directory of executive-

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interview coaches. And post-interview chapters covering thank-you's, follow-ups, references, vetting, background checks, plus negotiating and weighing job offers.

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.

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