

RESUME 101

Resume 101: How to Write an Effective Resume, LinkedIn Profile and Cover Letter was written by Steven Mostyn, a globally recognized expert in resume writing and the CEO of Elite Pro Resume Services. A two-time bestselling author on this topic, he has also written articles for Forbes, HR.com, ERE Media, and others.

In this book, you'll find step-by-step instructions for getting the most out of popular job search tools. It will show you how to:

- Write a winning resume – and what to do if you're out of work or a new grad.
- Utilize knowledge of SEO and Applicant Tracking Systems, which increase your resume's chances of being seen by hiring managers.
- Create an effective LinkedIn profile.
- Write cover letters that will stand out.
- Navigate top job sites like Indeed, LinkedIn, Facebook, Glassdoor, and more.
- Answer hiring managers' typical interview questions.

For over 20 years, Steven has helped thousands of clients land jobs. He understands what it takes to successfully compete for jobs in dynamic, emerging companies and large enterprises. In *Resume 101*, he distills decades of experience into simple tips that anyone can use to find their next job.

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Resume 101 Paperback

Padhraic Smyth



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