

GALLERY OF BEST RESUMES FOR PEOPLE WITHOUT A FOUR-YEAR DEGREE, THIRD EDITION pdf

1: Examples Of Good Resumes That Get Jobs

David F. Noble's Gallery of Best Resumes for People Without a Four-Year Degree is an excellent resource for both professionals like myself and the serious job hunter who needs direction on how to handle the specialized requirements of people who chose training that took less than four years to complete.

Now you can benefit from the tricks of the trade with this showcase of outstanding, letter-perfect resumes written by professional resume writers especially for people with a high school diploma up to a two-year degree! Professional resume writers from across North America and the English-speaking world submitted thousands of sample resumes—and only the very best made it into the Gallery of Best Resumes for People Without a Four-Year Degree. All are eye-catching, one-of-a-kind resumes that will help you land more job interviews. The Gallery includes examples of chronological, functional, combination, and electronic resumes. Nearly Resume Samples for a Variety of Careers Use the unique Occupation Index to find samples of resumes targeted to any job in the following fields: He has more than 20 years of experience teaching writing, literature, business communications, technical writing, professional editing, and desktop publishing at several universities. For free information on 14, job titles, visit www. Other books by David F. Please call our Sales Department at for a free catalog and more information. Lori Cates Hand Project Editor: Paula Lowell Interior Designer: Debbie Berman Cover Designer: DesignLab, Seattle Page Layout: David Franklin , Gallery of best resumes for people without a four-year degree: David Franklin , Gallery of best resumes for two-year degree graduates. No part of this book may be reproduced in any form or by any means, or stored in a database or retrieval system, without prior permission of the publisher except in the case of brief quotations embodied in articles or reviews. Making copies of any part of this book for any purpose other than your own personal use is a violation of United States copyright law. For permission requests, please contact the Copyright Clearance Center at www. We have been careful to provide accurate information throughout this book, but it is possible that errors and omissions have been introduced. Please consider this in making any career plans or other important decisions. Trust your own judgment above all else and in all things. All brand names and product names used in this book are trade names, service marks, trademarks, or registered trademarks of their respective owners. I am most indebted to all the professional resume writers who sent me examples of their latest work for inclusion in this book. These writers took the time on short notice to supply more than new documents. The result is that all the resume and cover letter examples selected for this book are new. No example in the Second Edition is repeated in this Third Edition. Because the Third Edition of this book is not just a tweak of the Second Edition, the Second Edition is worth keeping, and the Third Edition is worth acquiring. Together, the two provide an expanded collection of more than professionally written resume examples for those without a four-year degree. I want to express again my gratitude to Bob Grilliot, who suggested that the Second Edition of this book should include resumes for people without a four-year degree. I am altogether indebted to my wife, Ginny, for the many tasks she performed online, on-screen, and on hard copy so that this new edition could be completed on time. Unlike many resume books whose selections look the same, this book contains resumes that look different because they are representations of real resumes prepared by different professionals for actual job searchers throughout the country. Even when several resumes from the same writer appear in the book, most of these resumes are different because the writer has customized each resume according to the background information and career goals of the client for whom the resume was prepared. During the past several years, the resume writing industry has matured because of the following factors: Often these books serve as idea books that emerging writers use as they develop their own expertise. This book features resumes from writers who share several important qualities: The writer then chooses the information that best represents the client for the job being sought. Finally, the writer decides on the best arrangement of the information for that job, from most important to least important. With the help of this book, you can create this kind of resume yourself. First of all, it should be made clear that people without a

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four-year degree are not people without education or who go to college for a couple of years, grow tired of studying, drop out, and get a job This stereotypical misconception is refuted by almost every resume in this Gallery People without a four-year degree include III PageMaker Windows Microsoft PC DOS WordPerfect The reason that many computer product names have an internal uppercase letter is for the sake of a trademark A word with unusual spelling or capitalization can be trademarked When you use the correct forms of these words, you are honoring trademarks and registered trademarks and showing that you are in the know 53 Use all uppercase letters for most acronyms

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2: gallery of best resumes for people without a four-year degree

Gallery of Best Resumes for People Without a Four-Year Degree, Third Edition A Collection of Quality Resumes by Without a Four-Year Degree, Third Edition.

Stacy Brown-Philpot, 36 First job: Pricewaterhouse-Coopers Second job: He started a personal project, writing his own history of the entire Western arts canon, from music to architecture. He began to conceive of software that might allow him to visualize the connections between artworks, but he lacked tech skills. He taught himself programming. He wrote case studies for Innovations, a journal of international development founded by Phil Auerswald, a professor at George Mason University who was also a regular at the coffeehouse. Then it was off to Buenos Aires for a year, where he created an apprenticeship at an interactive media-arts lab called Estado Lateral. In his spare time, he traveled the country playing polo. But his essential experienceâ€”tacking swiftly from job to job and field to field, learning new skills all the whileâ€”resembles the pattern that increasingly defines our careers. According to recent statistics, the median number of years a U. This decline in average job tenure is bigger than any economic cycle, bigger than any particular industry, bigger than differences in education levels, and bigger than differences in gender. Statistically, the shortening of the job cycle has been driven by two factors. Shorter job tenure is associated with a new era of insecurity, volatility, and risk. All these changes put more pressure on the individualâ€”to provide our own health care, bridge gaps in income with savings, manage our own retirement planning, and invest in our own education to keep skills marketable and up to date. Hasler, in Cambridge, Massachusetts. Today, Hasler is waiting tables at a high-end restaurant in Cambridge, Massachusetts, where his longtime girlfriend is finishing a PhD in psychology. He imagines combining his experience in international development, electronics, and programming to put the tools of big data in the hands of citizens. Marina Gorbis at the Institute for the Future would say that Hasler is practicing a smart strategy for the new world of work. The institute, a Silicon Valley-based think tank, has been researching future work skills for a decade. Bureau of Labor Statistics can offer a false confidence. He demonstrates cross-cultural competency speaking fluent Spanish, living abroad and computational thinking learning programming and applying data to real-world problems. The intellectual voracity that drove him to write 50, words on Western cultural history while running a coffee shop is a sign of sense making drawing deeper meaning from facts and excellent cognitive load management continuous learning and managing attention challenges. Social and emotional intelligence is what humans are uniquely good atâ€”at least for the next decade or two. Even as individuals like Hasler are adapting to new career paradigms, so are large companiesâ€”but on a scale of tens of thousands of employees. But given her history, that will likely change by the end of the year. So she headed out to Stanford for her MBA and made an effort to position herself as someone whose business and accounting skills would be useful to the tech industry. After a couple of years of getting acclimated to the search business, she moved on to direct sales and operations for more than 40 consumer products; then she did a stint as director of online sales in India for that all-important cross-cultural competency. This set her up for her current position. Yet even as Brown-Philpot rises through the management ranks, her spreadsheet and data background computational thinking, again is a badge of respect at an engineering-driven company. How do human-resource directors discriminate between the aimless or the difficult to work with and job hoppers on a mission? We want evidence of somebody who is growing. These are the very people who can lead companies toward new markets and ideas. They are good at one thing and they love what they do. She attributed the brush-off in large part to her age. Trunk, the career consultant, agrees. The lack of respect for experience is a reality that older job seekers have to swallow, she says: She hopes her current job at a not-for-profit leads to yet another career. The two got to talking about the dearth of good travel info for families online. It averages about , visitors a month, supporting the two of them and a team of freelancers. Her serendipitous partnership with Kelleher epitomizes socially intelligent connection in the age of the four-year career. Even those who run professional networks, like Trunk and

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Touby, recoil at the term networking. Maintain a wide range of relationships with people you actually like. Time was, says Touby, having the boss over for dinner was a networking coup. She jumped through hoops to qualify her small business for a health-insurance plan. She reduced her spending. All of it proved necessary for her career switch. Some people have been living this way for decades, letting their curiosity—or their faster metabolism—guide them. What stands out is their sense of confidence that things can and will turn out okay. Much as she loved the challenges and the salary, she detoured to explore a passion for art. She ran an art-supply store for six years and taught art to children and teachers. So, in , she returned to HP, using her consumer retail experience to land a job in worldwide marketing. That led to a stint in Europe promoting printing for mobile phones. In , just shy of 55, Edmonds was offered early retirement. So Edmonds started an online vintage-greeting-card business, took a position on the board of a biodiesel cooperative, and became the executive director of a startup not-for-profit for the blind. Civic Ventures offers Encore Fellowships, an internship program for boomers who want to contribute to their communities; last November, Intel announced it would offer the fellowships to all new retirees. Yet she shares inspiration with her year-old daughter, a costume designer. On his wrist he wears a gold watch that belonged to his great-great uncle. The back is engraved with the words holland furniture factory. My grandpa, too—he worked for GM almost his whole life.

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3: Sample Resumes & Cover Letters by World Class Resumes

Gallery of Best Resumes Without a Four-Year Degree (Gallery of Best Resumes for People Without a Four-year Degree) - Kindle edition by David F. Noble Ph. D. Download it once and read it on your Kindle device, PC, phones or tablets.

Posted by Financial Samurai Comments Climbing The Corporate Ladder With cashed up corporate balance sheets and strong earnings growth, employment levels continue to improve across America. The latest unemployment rate has declined to 4. Use this time to plan more thoroughly. An excellent resume should be standard. What I thought was a friendly meet up turned out to be a soft sell on why I should join his firm. You should send me your resume. Truth be told, my resume was one year old and needed some updating. Make sure the top half of your resume pops and everything is clear. If you have a resume longer than one page, you just quadrupled your chances of having your resume crumpled and tossed in the bin. More is much less in this situation. Having a one page resume shows that you are concise, clear, and to the point. Contact info, latest two or three jobs with responsibilities, education, and hobbies done. Segment the page out in titles, use bullet points if you will, and make that one page as simple to read as possible. Like blogging, content is king! That will surely piss off your reviewer if she wants to contact you. You and your interview make the person. A bad resume obliterates your chances, and a good resume is the absolute minimum. There is no one golden resume format. It just has to be easy on the eyes. Put a picture of yourself up on the top right hand corner. Change your resume color to a green back ground. Make your objective statement a prediction on who will win the Super Bowl and why? Then parlay that with a follow up interview if your prediction holds true. His resume is easy to read. Edgar has a classically formatted resume which I like. He must be just graduating from business school because he over emphasizes his education, and under emphasizes what makes Edgar the man. I would love to know more about what makes Pamela tick. Also, I would consider removing her earliest work experience and expand a little more on her interests. The resume showcases her range as an actress in terms of tours, plays, commercials, and training. You have to look closely to see that he was an Accounting Intern from , which as an awfully long time. A good resume is standard, which also means good resumes are everywhere. If you have a badly formatted resume with glaring holes, your job seeking life is over. The economy is now extremely strong with the stock market and real estate market at record highs. Power is shifting towards the employee. Make your resume count and maximize all of your opportunities before the economy turns sour! I managed to negotiate a severance package worth six years of living expenses 3 years of salary after working at my firm for 11 years. I now live stress-free in retirement and enjoy working on my entrepreneurial endeavors. My book is pages long and packed with information to empower the employee to walk a way with potentially a small fortune. You never know where the journey will take you! Updated for and beyond. It is a raging bull market now. Take advantage of record high corporate earnings and record high stock prices to command the job and salary you want. It is a job seekers market now. You will regret your decision to waste time for money years from now.

4: Target your cover letter audience with these six steps | JIST Career Solutions

First of all, it should be made clear that people without a four-year degree are not people without education or who go to college for a couple of years, grow tired of studying, drop out, and get a job This stereotypical misconception is refuted by almost every resume in this Gallery People without a four-year degree include not a showroom.

5: Gallery of Best Resumes for People Without a Four-Year Degree by David F. Noble

A showcase collection of nearly outstanding sample resumes and 12 cover letters representing the very best creations

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of professional resume writes. These one-of-a-kind, eye-catching resumes cover jobs from all occupational groups at all education levels, and are targeted specifically to jobs.

6: The Four-Year Career

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9: Youth Employment Resources

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