



# **How to Write Better Resumes and Cover Letters (Barron's How to Write Better Resumes & Cover Letters)**

*Pat Criscito*

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Preparing a résumé that will attract prospective employers is a two-part exercise. First comes knowing how to summarize and advertise one's skills and background clearly and concisely. Just as important is knowing how to get the most out of a computer's word processing software--employing available typesetting techniques to make a résumé attractive to look at and easy to read. In today's job market it's better yet if the résumé is Internet-friendly and e-mailable. Author Pat Criscito presents a virtually fail-safe 12-step process for producing that perfect résumé in all formats needed for a job search. Also important is the cover letter that accompanies it, and again, Pat Criscito tells how to create a dynamic, customized letter that stands out from the crowd. Job seekers who open this book will find scores of model résumés to serve as inspiration for their own, whether they're seeking that very first job or are experienced professionals looking to advance their careers.

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