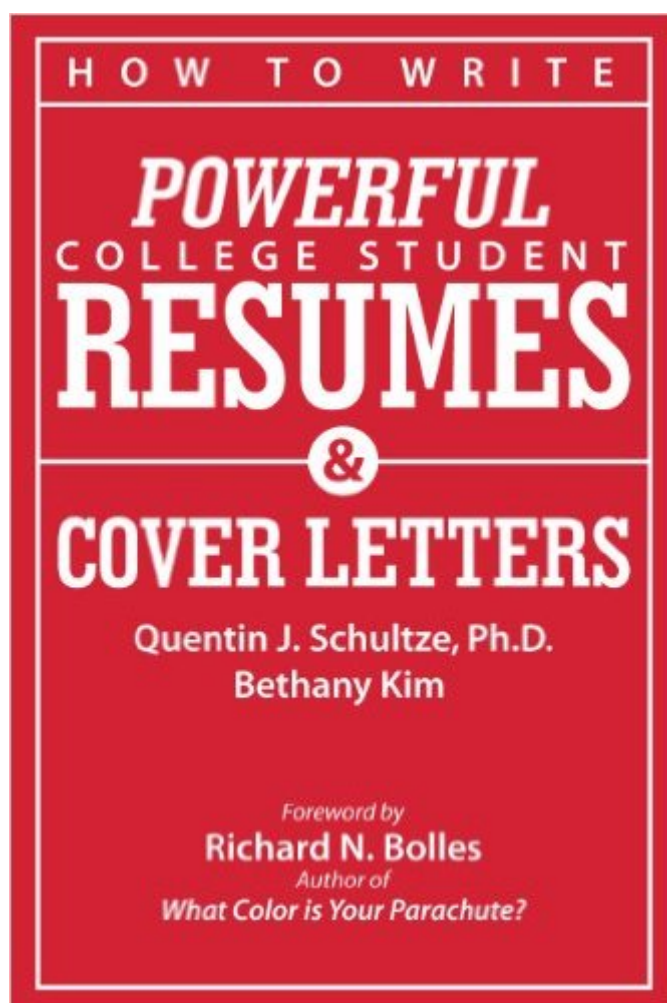


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# How To Write Powerful College Student Resumes And Cover Letters: Secrets That Get Job Interviews Like Magic



## Synopsis

"Extraordinary.... A hundred books in one.... This book is a home run." -- From the FOREWORD by Richard N. Bolles, author of the best-selling "What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers" The ultimate guide for college students and grads seeking interviews in a tough economy. It explains how to: (1) transform even modest educational achievements and non-paying life experiences -- from hobbies and travel to family circumstances and extracurricular activities -- into persuasive statements about abilities, (2) generate job interviews by professionally fine-tuning resumes and cover letters specifically for each application, and (3) prepare successfully for interviews by writing persuasive resumes and cover letters. REVEALS RESUME-WRITING SECRETS: \* what to include when you lack paid professional experience \* how to get great references even from people you don't know well \* why to use a summary statement instead of an objective statement in most fields \* when to include hobbies, travel, and technology skills \* why you should NOT list most courses already taken \* what to do if your GPA is unimpressive \* which designs and basic templates work the best \* how to determine the perfect verbs and adjectives for a specific job \* the 5 things you MUST address in a cover letter SPECIAL FEATURES \* an in-depth index so you can find exactly what you need \* before-and-after samples of rewritten resumes and cover letters \* a helpful flow chart for writing resumes and cover letters \* "Dr. Q's Tips" based on actual student and alumni experiences \* "Expert Advice" quotations from dozens of publications not online \* a categorized list of "action verbs" that appeal to potential employers \* sample resumes with accompanying cover letters THE AUTHORS Quentin Schultze, Ph.D. (AKA "Dr. Q"), is a well-published and prize-winning author, a popular speaker, and an award-winning college teacher with over 30 years experience mentoring students and graduates. Bethany Kim is a writer, teacher, and consultant on teaching English to adult learners. ENDORSEMENTS "This superb book explains how students and graduates can demonstrate that they're equipped for a job when they don't have any formal job experience to reference. Wish I had it 20 years ago." -- Gary Van Prooyen, Global Brand Director, Motorola, Inc. "Practical and inspiring. If more of the resumes that come across my desk used this advice, hiring would be a lot easier. The appendices alone are worth the price of the book." -- Kevin Jeffer, Partner, Chief Creative Officer, re:creative "I used to teach resume writing without a textbook because none of them really covered all the essentials. That's over. This book has all the nuts and bolts college-aged job hunters need." -- Professor Kathy Bruner, Taylor University "I am making this book required reading for all my students." -- Professor Kevin T. Jones, Director of Internships, George Fox University "Great for today's fiercely competitive job market!" -- Scott Stegenga, Partner Manager, Yahoo! Search

Marketing "Brilliant! Should be required reading for every career-bound college graduate." -- Professor Peter A. Kerr, Asbury University "Finally, a book I can recommend on writing resumes and cover letters!" -- Professor John Pauley, Eastern University "WOW! I can't wait to get copies for my students." -- Professor Barbara Spies, Cardinal Stritch University

## Book Information

Paperback: 238 pages

Publisher: Edenridge Press (June 21, 2010)

Language: English

ISBN-10: 0982706308

ISBN-13: 978-0982706305

Product Dimensions: 6 x 0.5 x 9 inches

Shipping Weight: 11.2 ounces

Average Customer Review: 4.9 out of 5 stars [See all reviews](#) (20 customer reviews)

Best Sellers Rank: #1,663,502 in Books (See Top 100 in Books) #590 in [Books > Business & Money > Job Hunting & Careers > Resumes](#) #731 in [Books > Business & Money > Job Hunting & Careers > Interviewing](#) #2553 in [Books > Business & Money > Job Hunting & Careers > Job Hunting](#)

## Customer Reviews

Being a college professor, every year I see frightened graduates face the dreaded, daunting job search. Now I can point them to a clear, practical and highly useful resource that's sure to boost their confidence and competence while looking for employment. I don't have time to advise every student about their resume. That's why this book is so important. By providing detailed, clear, and effective advice, this stellar resource can help students themselves make the transition from education to profession. It gives students and graduates everything they need to go job-hunting: well-researched advice, clear suggestions and encouragement. It's even a very readable book, not a boring manual. We should be handing them out to all of our students and family members who are in the job market. -- Kevin Schut, Trinity Western University

Quentin Schultze and Bethany Kim possess a rare combination of book smarts and level-headed, real-world experience. *Powerful College Student Resumes & Cover Letters* provides a systematic method for any college student, recent graduate - or anyone, really - to craft a personal, engaging and proactive resume. Backed by entertaining anecdotes, advice from hiring

managers and a unique look into the minds of employers, this book will give any job seeker the necessary tools to stand out among a sea of applicants and lackluster, off-the-shelf resumes. The layout and design of the book provide instant access to pro-tips and great advice. Honestly, I can't think of a single reason not to make this book required reading for all college students.

This how-to book, written by Dr. Q, is the kind of resource that rising juniors should peruse. *How to Write Powerful College Student Resumes and Cover Letters: Secrets That Get Job Interviews Like Magic* That's part of the get-a-good-job strategy. Don't wait until you're a college senior to launch your career. Start now. "How to Write Powerful College Student Resumes and Cover Letters" is just the help you need with practical ideas on getting the interview. Quentin J. Schultze provides plenty of examples for the hungry student to model his or her resume and cover letter. The book is well-organized, easy-to-read and quite fun. Dr. Q is a scholar of the first order and this work shows the kind of attention he puts into all that he touches. Get a copy for the college library, a copy for the career center but make sure you get a personal copy to help yourself succeed. Dr. Michael Ray Smith, professor of Communication Studies and author of "The Jesus Newspaper" [...] and "Feature Writing.Net" [...]

Schultze was a professor of mine, but this doesn't make me biased. It has made me appreciative of his insight and knowledge. When I read this book, it engaged me on every page. He and his daughter boil job searching into what is so basic, yet so overlooked: Skills, Knowledge, Traits. These are things each person has that make them unique, no matter their stage in life. Coincidentally, before I read this, I went to a job coaching seminar. I found it amazing how less cumbersome this book was in presenting the basic rules for getting yourself ready for job hunting. As I've said, this book engaged me on every page. It does so by its conversational style and unique examples (e.g. nudist streaking-you probably won't get that in a job coaching seminar!). The best part of this book, though, is the heart of its author (I regret to say I don't know his daughter, but I'm certain she has an equally good heart). Out of all the excellent professors at Calvin College (and there are many) I was most impacted by Schultze. He has a heart for people struggling to find their way or leave their mark in the world. And that passion comes through in this book. I found this book encouraging in how it crystalized the essence of what I had to offer an employer. I strongly recommend this book as an essential resource for anyone thinking of changing jobs.

"I can't write a competitive resume. I have no real experience. What do I do now?" Sound familiar? If so, this book is for you. With plenty of practical examples and tips from experts, "How to Write Powerful College Resumes & Cover Letters" is an indispensable resource to empower college students and recent graduates with the tools for transforming their life stories—showcasing their skills, knowledge, and traits to interview-generating resumes. A wonderful, practical, and wise resume guide that I recommend to my students. I also recommended the book to our career development office.-- Professor Diane Badzinski, Colorado Christian University, and co-author <http://www..com/Introductory-Statistics-Criminal-Justice-Criminology/dp/B0034DS8NQ/>

I found this book to have great advice for college students and for people who are writing resumes again after years in the work force. I am a hiring manager and the advice for what employers are looking for in a job candidate is right on target. The examples of resumes given in Dr. Q's book are realistic and I especially liked the expert advice and Dr Q's tips features. The masterlist component was also a great way to organize background material to bring out skills transferable to any job.

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