



Real-Resumes for Human Resources & Personnel Jobs

Anne McKinney

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A welcome tool for those who seek jobs in HR and personnel! Resumes and cover letters in this book show jobs such as Assistant Personnel Administrator, Chief of Personnel Management, Director of Human Services, Employee Relations Manager, Human Resources Analyst, Human Resources Director, Personnel Administrator, Training and Benefits Supervisor, Personnel Counselor, Drug Testing Administrator, Recruiting Manager, Staffing Specialist, Temporary Placement Supervisor, Training Program Manager, Employee Relations Manager, and many others. Each resume is accompanied by a companion cover letter. Those who want to transition their human resources and personnel experience to other types of work will also benefit from viewing the resumes and companion cover letters that show individuals who successfully changed careers. A word of advice from Editor Anne McKinney: "If you want to enter the human resources field or advance in the personnel industry, you don't need just any resume book. You need an industry-specific resume book! You will love this book targeted specifically to the human resources and personnel field. Every resume and cover letter we put in a Real-Resumes Series book has been tested and proven in the real job market. Don't play games with your career. Your choice of a resume book is one of the most important career decisions you will ever make." Praise for books in the Real-Resumes Series: "Distinguished by its highly readable samples." - Library Journal "These excellent new guides don't just provide the usual coverage on how to write a resume. They provide industry-specific examples, industry-specific tips and cautions, and industry-specific strategies based on real-world resumes. Since many technical types aren't writers, this comes as a special gift; select a winning format, plug in your background specs, and away you go. It's that easy--with Real-Resumes in hand."-- The Midwest Book Review Testimonials from people who have successfully used this book: "The resumes and cover letters in the Real-Resumes books are easy to personalize. I created my own door-opening resume using these samples." A. Linthrop "Real-Resumes showed me how to transition my human resources experience from the manufacturing sector to banking, and that vastly improved my salary and job satisfaction." G. O'Donnell "I was bored with my employee benefits specialization and wanted to make a change, but I was a prisoner of my own experience. Real-Resumes showed me how to communicate and I was able to communicate effectively so that I could reposition myself within my industry." T. Cantalakos "After earning a degree in Human Resources Administration, I needed a great resume to present myself and launch my career. The hiring climate was poor when I graduated, but the Real-Resumes Series was my key to excellent job offers." W. Javanovich

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