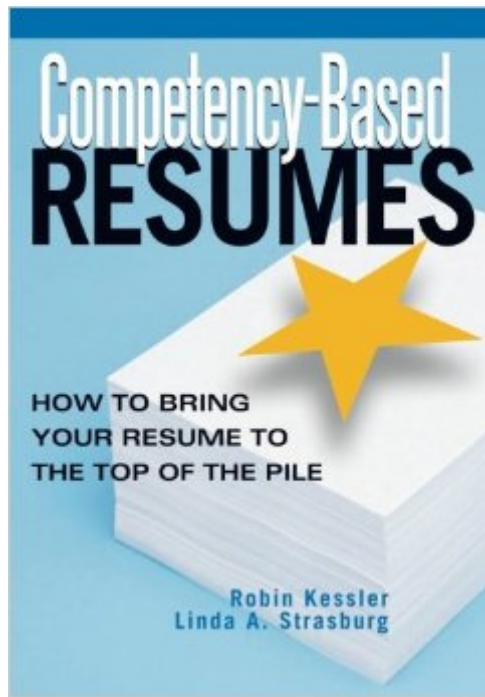


The book was found

# Competency-Based Resumes



## Synopsis

Do you want the key to the best jobs with the best employers? It's time to play offense instead of defense. Competency-Based Resumes shows today's job candidates a new, more targeted way to write resumes to get them back on the same playing field with the best employers and improve their odds of winning the job they want. The system an employer uses when filling jobs has changed significantly in the past few years, and it is still evolving. Rather than simply looking at an applicant's past jobs, companies are instead looking at candidate's experiences in certain key areas-including measurable work habits and the personal skills, known as competencies, used to achieve objectives at work. Competency-Based Resumes offers you a new and effective way to create resumes that emphasizes the knowledge, skills, and abilities that you have and employers need.

## Book Information

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## Customer Reviews

I bought this book largely due to the high ratings, and I am really disappointed. The book spends three or so chapters talking about why "Competency-Based Resumes" are the greatest thing ever, showing examples of "Competency-Based Resumes," telling you why they are better than the old-fashioned kind, listing companies that use this system, and basically talking all about "Competency-Based Resumes." The actual "how-to" of creating one is largely implied. The best part of the book is a list of action verbs to use in your resume, which is probably available for free from any of a number of career websites. I think I was handed a similar list in high school, with the same

advice of leaving out "I" and beginning lists of skills and experiences with action verbs. Also, I admit I'm very picky, but this book is terribly written and organized. Chapters 1, 2, and 3 are repetitive - they tell you the same information in only slightly different ways several times. I know writers of how-to books like to repeat themselves in order to get their point across, but it felt like this book was trying to cleverly hide that it didn't actually have enough content to fill its 185 pages. The way these chapters are organized confused me. Each chapter went from why to use this resume form, to who uses it, to how to use it, and back to why again -- but not always in that order. Both chapters one and two could have been condensed and made into an introduction. And I'd like to strangle the copyeditor for the bulleted lists of incomplete sentences with periods after each item. To my knowledge, that has never been acceptable punctuation. You can use periods for complete sentences, or you can use commas for a list of items with a period after the last, but not periods after each word.

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