

This Free E-Book is brought to you by [Natural-Aging.com](http://Natural-Aging.com).

**100% Effective Natural Hormone Treatment**  
**Menopause, Andropause And Other Hormone Imbalances**  
**Impair Healthy Healing In People Over The Age Of 30!**

**Increase Your Resume Success: Follow Up!**

**By Jonathan R Taylor**

**Increase Your Resume Success: Follow Up! by Jonathan R Taylor**

Last week I wrote about the importance of being proactive in the job search process. In today's market you must sell yourself just as if you were a sales professional working with a new prospect. The first part, as I discussed, involves getting targeted companies to recognize who you are. A well designed cover letter and resume that highlights your benefits to the company can go a long way to getting your foot in the door. Notice I did not say that it can go a long way to getting you a job! Too often, however, people develop an impressive resume, but don't go any further in preparing themselves. I was surprised when I discovered that only about 2% of job seekers actually follow up their resume with a phone call to the person in charge of hiring.

It's important to recognize that a well prepared resume is simply a tool to get you to the next step. As a sales professional, I realize that if I send out 100 sales letters describing the benefits of my product without following up, I'm probably not going to get a single response. I might as well take those letters up in a helicopter and dump them out over the middle of town. Contrary to what many people think, sales letters are not effective sales tools by themselves unless they are mailed out in enormous quantities. A client this past week told me that someone had suggested that he sign up with one of those online placement companies that will mass e-mail your resume to thousands of companies in your field at a time. Going with the placement company takes you out of the driver's seat in the search process by eliminating your choice of where and who you would like to work for. It is also highly unlikely that you will find a quality position going that route. A targeted search, on the other hand, that follows up 20-30 well written resumes with phone calls to key decision makers within each company should typically get you 3 to 4 interviews in 3 to 4 weeks. Get step-by-step instructions for a targeted job search at [www.careercalling.com](http://www.careercalling.com)!

Jonathan R. Taylor, specializes in helping people in every stage of their lives to find more meaning and purpose in their work. He believes that to find that purpose and meaning, a person's interests, skills, passions, and goals must integrate seamlessly with their work. To get more great advice, subscribe to Jonathan's newsletter at [www.careercalling.com](http://www.careercalling.com)!

## **Resume Writing and Preparation is Free Online**

**By Donna Monday**

Creating a strong resume is a very important part of applying for a job, either online or off line. There are many resume writing services that will help you build an impressive resume for job interviews.

You can also learn how to write a resume for free by surfing the Internet for resume writing help. Many sites will show you tips and advice on choosing a resume style that works best for you.

You can also find samples of resumes, resume templates, resume software, and examples of resume cover sheets or letters.

Whether you're looking to create a business resume, marketing resume, military resume, electronic resume, accounting resume, nursing resume, acting resume, sales resume, teacher resume, executive resume, student resume or a customer service resume, you can find great advice online with a little research.

When preparing your resume, keep in mind that employers use resumes for several purposes:

**Screen Applicants** - Most employers will only look at a resume for about 30 seconds to determine whether or not an applicant is a good fit for their organization.

**Develop Interview Questions** - Statements on your resume can be used to formulate questions they may ask during an interview.

**Communication Skills** - Employers want to see how well you express yourself.

**Qualifications** - Employers will reference your resume when making hiring decisions based on how closely your qualifications match their needs.

Writing a resume isn't easy, but by studying various tips and advice, you can learn to create a type of resume that will get you one step closer to your ultimate goal of finding a great job.

Copyright 2004

Donna Monday writes employment related articles for

.

Resume Writing and Preparation is Free Online  
How To Choose The Right Resume Format  
Tips For Writing Your Winning Resume  
Understanding Resume Styles  
The Resume: What It Is And How To Use It

The Ultimate Guide To Acing ANY Job Interview  
Guerrilla Mailer  
147 Killer Epublishing Strategies  
Success Secrets  
Stretch Assistant Software



This Free E-Book has been brought to you by [Natural-Aging.com](http://Natural-Aging.com).

**[100% Effective Natural Hormone Treatment](#)**  
**Menopause, Andropause And Other Hormone Imbalances**  
**Impair Healthy Healing In People Over The Age Of 30!**