

The Definitive Resource in Landing a Job in a COVID-Impacted World

Don't settle for just any job.

**Find one that engages, fulfills,
and compensates your needs!**

Who knows why employers choose their final candidates? The employer! Whether looking at a Fortune 500 company or a small start-up, to land and excel at the job you want, you need to cut through all the contradictory information out there about securing your new job.

Learn from the Fortune 500 HR managers, directors, and vice presidents about resumes, cover letters, interview questions, virtual interviews, LinkedIn profiles, social media and networking. You will learn how to:

- ▶ Create skill-specific electronic resumes.
- ▶ Surf job postings for keywords that put your resume in front of hiring managers.
- ▶ Write a LinkedIn profile that casts you as a top-notch professional.
- ▶ Network without feeling self-serving.
- ▶ Prepare for the toughest interview questions.
- ▶ Leverage digital interviews so you get an offer.
- ▶ Negotiate a top salary.
- ▶ Excel in your new job.

This third edition updates and builds on the valuable information of the earlier editions and also includes new ways COVID impacts hiring.

"They say that getting a job is a full-time job in itself, so if you're going to devote that much time and effort, why not do it the right way? Greene's information is timely, easy-to-follow and delivers results."

—Anita Bruzzese, Syndicated Career Columnist



Brenda Greene has more than 14 years' experience working directly with job seekers. She has authored/coauthored four books in the business arena, all of which incorporated interviews and expertise of Fortune 500 company executives. Since 2007, she has owned and operated a successful career counseling service.

WillLeeJack Publishing, Inc. www.ResumeSynergy.com

GET THE INTERVIEW EVERY TIME

**FORTUNE 500
Hiring Professionals' Tips for
Writing Winning Resumes, Cover Letters
And Landing the Job**

REVISED & UPDATED
Third Edition

Brenda Greene

6 x 9 ■ 284 pages ■ Index ■ Resources

ISBN 978-1-7359922-0-4 print \$16.95

ISBN 978-1-7359922-1-1 ebook \$9.99

Available Nationally

Bookstores / Libraries – Ingram

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