



# **HR Resume Secrets: How To Create An Irresistible Human Resources Resume That Will Open Doors, Wow Hiring Managers & Get You Interviews!**

*Alan Collins*

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**Land HR job interviews faster than you thought possible.**  
**Finally, get the edge you need over other HR job candidates.**

Frustrated because you can't land any HR job interviews? No response back when you submit your resume? Can't get your LinkedIn profile page to produce HR job opportunities for you? Networking like crazy, but no results? Finally, here's the edge you need to bring a quick end to your job search.

In **HR RESUME SECRETS**, Alan Collins, former Vice President of Human Resources at PepsiCo, reveals his proven approach for crafting a powerful resume that will quickly land you job interviews in Human Resources. These strategies are based on his twenty-five years of experience hiring hundreds of HR professionals at all levels. There's nothing else like it for HR reps, managers, directors, VPs, executives...and even those seeking their first HR job.

**The book is filled with examples of winning HR resumes, easy-to-follow steps, real-life case studies and shortcuts that will save you time and angst.** Use them to transform your own resume from dud to dynamite...create an interview-generating machine...and land your new HR job faster than you thought possible. Whether you're a Human Resources newbie, executive, generalist or specialist, inside this one-of-a-kind book you'll discover:

- \*6 rules for writing a killer HR resume that opens doors and dazzles recruiters and hiring managers.
- \*How to use your resume to position yourself as a top candidate and persuasively sell your best achievements.
- \*How to solve the 10 biggest problems that will prevent your HR resume from producing tons of interviews for you.
- \*Secrets for making your resume irresistible on paper, online and electronically...and ways to optimize it for applicant tracking systems, company websites, recruiting sites and other sources (online and offline) that recruiters use to identify HR job candidates.
- \*11 tiny resume "boosters" that can set your resume above and apart from your competition.
- \*The ONE and ONLY HR resume style you should ever use. (Don't let any "expert" convince you to use anything different!)
- \*3 ways you MUST deliver your resume for maximum exposure to the key decision-makers.
- \*9 powerful ways to attract more hiring authorities to your LinkedIn profile page. This includes one minor change you should make in your profile that will make it 40 times more likely to produce HR job opportunities for you.
- \*How to craft your resume so that it hooks readers in 15 seconds and passes just about any initial screen with flying colors.
- \*7 proven formulas for showcasing your HR experience so that it impresses and excites even the toughest hiring executive.
- \*How to properly take credit for the accomplishments of your HR team...without lying or exaggerating.

- \*How to handle tough resume dilemmas like: getting fired, being demoted, having huge gaps between jobs, being over or under-qualified, job-hopping, being too old and other tough resume dilemmas.
- \*Secrets for incorporating keywords into your resume to attract hidden HR opportunities -- including 50 keywords to use and 10 to avoid.
- \*The only 4 cover letters you'll ever need and the insider strategies for using them. This includes one cover letter that can result in an HR position being created just for YOU!
- \*And much, much more! Including....access to a confidential website where you can instantly grab ready-to-use, time-saving HR templates.

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