



# **The Best Keywords for Resumes, Letters, and Interviews: Powerful Words and Phrases for Landing Great Jobs!: Powerful Words and Phrases for Landing Great Jobs!**

*Wendy S. Enelow, Louise Kursmark*

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*Wendy S. Enelow, Louise Kursmark*

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Finding a great job is all about good communication between candidates and hiring personnel. It involves both writing and speaking one's way to job search success. Therefore, how can job seekers best communicate their qualifications to prospective employers? What words and phrases should they use to grab the attention of those who have the power to invite them to interviews and make critical hiring decisions? Is there a certain language job seekers can use to separate themselves from other candidates who may be equally qualified for the job. This book reveals how candidates can best speak the language of employers for getting hired. Organized by major industries and professions, it offers hundreds of sample keywords, keyword phrases, keyword answers to interview questions, keyword cover letters, and keyword resumes. A special chapter identifies keywords for ex-offenders, military transition personnel, career changers, job hoppers, and people returning to work. Special Appendix includes 425 Action Verbs and 221 Personal Descriptors.

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**Frank Cockerham:**

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