



**ENELOW–KURSMARK**  
**EXECUTIVE RESUME TOOLKIT**

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**Definitive Guide to Strategizing, Writing, Formatting,  
and Designing Resumes for Senior Management  
and Executive Opportunities**

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**Resource Guide**

**T**his Toolkit has provided you with a wealth of information, exercises, and examples—everything you need to develop your executive resume. Yet the resume is just one piece of the puzzle that is career transition. Depending on your unique circumstances, you might wish to consult an additional resource—a book, a blog, a website, a career professional—to help you manage and accelerate your job search or determine your next step. This Resource Guide recommends other works of ours that are pertinent as well as other career resources that we consider the “best of the best.” Using the links, you can go directly to a website to learn more about each specific resource.

**RESUMES / SPECIAL CIRCUMSTANCES**

***Books:***

- [\*Best Career Transition Resumes for \\$100,000+ Jobs\*](#)
- [\*Best Resumes and CVs for International Jobs\*](#)
- [\*Best Resumes and Letters for Ex-Offenders\*](#)
- [\*Expert Resumes for Career Changers\*](#)
- [\*Expert Resumes for People Returning to Work\*](#)
- [\*Expert Resumes for Military-to-Civilian Transitions\*](#)
- [\*Sales and Marketing Resumes for \\$100,000 Careers\*](#)

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## RESUMES / CONTINUED

### ***Webinars and Teleseminars:***

- Our [Resume Writing Academy E-Summits](#) offer expert training on specific professions, functions, and resume writing challenges
- Louise regularly delivers resume “how-to” programs via [ExecuNet](#) and [Bluesteps](#)
- Contact Wendy ([wendy@wendyenelow.com](mailto:wendy@wendyenelow.com)) to learn about upcoming presentations scheduled for either or both of us

## COVER LETTERS

### ***Books:***

- [Best Cover Letters for \\$100,000+ Jobs](#)
- [Cover Letter Magic](#)
- [15-Minute Cover Letter](#)
- [No-Nonsense Cover Letters](#)

### ***Additional cover letter resources:***

- Free special report, [The ABCs of Great Cover Letters](#) (click on “download” box in left column)

## BEYOND-THE-RESUME DOCUMENTS

### ***Books:***

- [Executive Job Search for \\$100,000 to \\$1 Million+ Jobs](#)
- [Executive’s Pocket Guide to ROI Resumes and Job Search](#)

### ***Additional beyond-the-resume resources:***

- [Sample documents](#): Leadership Initiatives addendum pages (two samples), Executive Biography, and One-Page Networking Resume

## INTERVIEW RESOURCES

### ***Books:***

- [The \\$100,000+ Job Interview](#)
- [How to Choose the Right Person for the Right Job Every Time](#)
- [Keywords to Nail Your Job Interview](#)

### ***Additional interview resources:***

- Free special report, [Six Secrets to Successful Interviewing](#) (click on “download” box in left column)
- Contact Louise ([LK@yourbestimpression.com](mailto:LK@yourbestimpression.com)) to learn about one-on-one coaching for successful interviews and salary negotiations

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## CAREER AND RECRUITING BLOGS AND WEBSITES

Blogs proliferate daily, and during your online activities you are sure to find recruiter, employer, job seeker, and career practitioner blogs that “speak” to you and give you opportunities to comment. To add to your personal favorites, we recommend Louise’s blog ([www.louisekursmark.com](http://www.louisekursmark.com)) and the following blogs, which offer input from not just one person or company, but a large cast of opinionated professionals in all areas of career management.

- [www.careermanagementalliance.com/blog](http://www.careermanagementalliance.com/blog)
- [www.careerhub.typepad.com](http://www.careerhub.typepad.com)

Other favorite blogs and sites:

- <http://www.jibberjobber.com/blog> (also contains a great blogroll of other blogs on career management, personal branding, marketing, online image, social networking, recruiting, etc.)
- <http://www.totalpicture.com> (the blog for “the voice of career leadership, [Total Picture Radio](http://www.totalpicture.com)” – an online presentation of podcast interviews with leading career experts)
- [CareerJournal](http://www.careerjournal.com) (career-focused publication of the Wall Street Journal)
- [Quintessential Careers](http://www.quintessentialcareers.com) (leading site for career advice, includes articles, interviews, book reviews, and load of other resources for job seekers at all levels)
- [Job-Hunt.org](http://www.job-hunt.org) (a super-site, named “best of the web” for careers, job hunting, and finding work by *Forbes*, *PC Magazine*, and *US News & World Report* – what makes this site unique is that all links, sponsors, and recommendations are vetted by Susan Joyce, Job-Hunt’s founder and owner)
- [RileyGuide](http://www.rileyguide.com) (one of the oldest and most reliable of the “gateway” career information sites)

## EXECUTIVE RECRUITER RESOURCES

- [The Directory of Executive Recruiters](http://www.the-directory-of-executive-recruiters.com) (online version of the “red book”)
- [The Directory of Executive Recruiters](http://www.the-directory-of-executive-recruiters.com) (print version)
- [SearchSelect](http://www.searchselect.com) (online, customizable database to identify and connect with the right recruiters)
- [ExecutiveAgent.com](http://www.executiveagent.com) and [ResumeMachine.com](http://www.resume-machine.com) (mass-email service to executive recruiters)
- [ProFile Research](http://www.profile-research.com) (customized email to recruiters and other database and direct-mail resources)

## EXECUTIVE JOB SITES/SERVICES

- [Bluesteps](http://www.bluesteps.com) (career service of the Association of Executive Search Consultants, with a unique lifetime membership/profile service and direct connections to thousands of retained search consultants)
- [Executive Registry](http://www.executive-registry.com) (recruiter contacts and job postings from Kennedy Information)
- [ExecuNet](http://www.execu-net.com) (job listings, career education programs and information, connections to peers, and advice forums)
- [Netshare](http://www.netshare.com) (job listings, networking opportunities, and a community of peers for \$100K+ executives)

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## EXECUTIVE JOB SITES/CONTINUED

- [Rite Site](#) (website of John Lucht, author of *Rites of Passage at \$100K+*; enables you to connect with recruiters)
- [6 Figure Jobs](#) (a free service offering job listings and resume posting)

## SOCIAL NETWORKING & JOB SEARCH STRATEGY RESOURCES

### **Books:**

- [\*Executive Job Search for \\$100,000 to \\$1 Million+ Jobs\*](#)
- [\*Executive's Pocket Guide to ROI Resumes and Job Search\*](#)
- [\*Insider's Guide to Finding a Job\*](#)

### **Online resources:**

- Free [articles](#) by Wendy Enelow on multiple facets of executive job search
- Free special report, [10 Essential Guidelines for Successful Career Transition](#) ("download" box)
- [JibberJobber.com](#) (online service to manage your contacts and control your job search)
- [LinkedIn](#) (online social networking site)
- [Zoominfo](#) (online social networking site)
- [ProFile Research](#) (company data for targeted search)
- [VisualCV](#). Enhance your print resume by creating an online portfolio that might include your "beyond the resume" documents, other "proof of performance," audio, video, testimonials, and more. It's free! VisualCV generates a unique URL for your online CV and also provides connections to employers and recruiters.
- Job aggregators — [Indeed.com](#) and [SimplyHired](#). Sign up with one of these services and eliminate the time and hassle of checking multiple sites daily to find appropriate job postings.

## CAREER COACHES

- Search the [Career Management Alliance directory](#) to find the right career coach or counselor for you.
- Work with a [Reach Certified Personal Branding Specialist](#) to explore, define, and better communicate your executive brand.