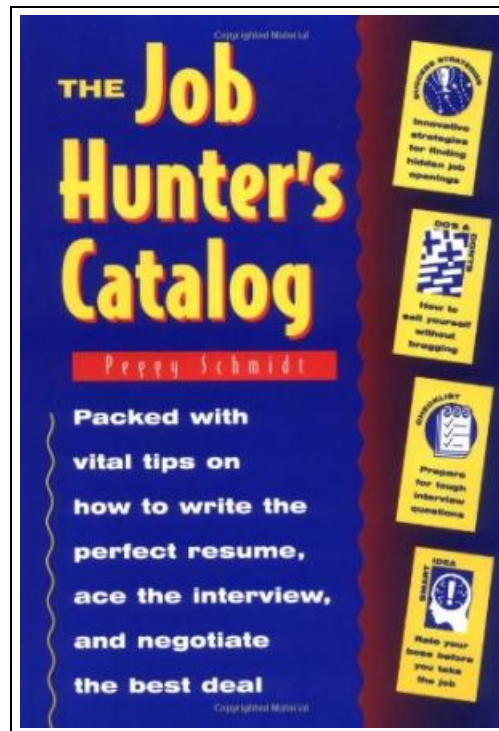


The Job Hunted Catalogue (Paperback)



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Reviews

Great electronic book and useful one. It can be written in straightforward terms rather than difficult to understand. Once you begin to read the book, it is extremely difficult to leave it before concluding.

(Kian Harber)

THE JOB HUNTED CATALOGUE (PAPERBACK)



John Wiley and Sons Ltd, United States, 1996. Paperback. Condition: New. Language: English . Brand New Book. An easy-to-use compendium of practical information, valuable advice, and friendly guidance for today's job hunter The Job Hunter's Catalog Here's a guide to job hunting that puts everything you need to land the job of your dreams right at your fingertips. Organized around concise, handy features--including Do's Don'ts, Checklists, Success Strategies, and Smart Ideas--it gives you quick access to what you need at every stage of your job search. And it's all there: savvy advice on researching job openings, creating resumes and cover letters, devising job-search strategies, handling interviews, negotiating job offers, and much more. The Job Hunter's Catalog is enriched by the author's twenty-plus years of experience as a careers columnist and the hundreds of hints, tips, and techniques she's collected from headhunters, placement directors, recruiters, and interviewers. As a result, this book functions as a wise counselor who gives you guidance on such matters as how to dress, behave, and speak more convincingly in your job search and how to adapt this advice to your own style and personality. You'll get detailed self-check lists of things you may be doing, saying, or omitting that can hurt your chances of getting a job. You'll get just the right kind of coaching and encouragement to put you over the top and into the position you really want.



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