

The Ultimate Job Hunter's Guidebook

Seventh Edition



Susan D. Greene

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The Job Hunters Guidebook

Nishant Baxi



The Job Hunters Guidebook:

The Ultimate Job Hunter's Guidebook Susan Greene, Melanie C.L. Martel, 2012-08-08 Offering concise coverage of essential job hunting and career strategies this flexible guidebook can supplement any business course or serve as the foundation for a career development class The Sixth Edition focuses on real world applications through experiential exercises and hands on activities that provide a comprehensive how to for anyone beginning a job search It delivers practical advice in a straightforward style along with action oriented examples that can easily be followed Students are taught to look beyond traditional resources like classified ads to find potential employers For example this edition includes a new information packed chapter on using social networks such as LinkedIn Facebook and Twitter in the job search As in previous editions the text offers many samples of job hunting tools such as resumes and cover letters from a wide variety of career fields Students can use these samples as virtual templates substituting their own information into the established format Throughout each chapter is heavy emphasis on employing the latest technologies and online tools at every phase of the job hunt The techniques covered in The Ultimate Job Hunter s Guidebook will prove useful to students as they embark on their new career and in years to come as they progress in their chosen profession Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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working and don't need one. It's a hunt, know your prey. Remain on top of the current market trends that affect your company's industry. Keep your ear to the ground for rumors or innuendo and be ready to go to Plan B at a moment's notice. Grab your copy of *The Job Hunter's Handbook* and follow all the instructions. Do this and you can avoid a lengthy period of unemployment. Actually put yourself in the position of always anticipating a worse case scenario. Do this and you will avoid stress, knowing full well that a new job is just a few days away. That's the problem with most employment issues: People just wait around for the axe to fall and then they have to become re-active because they don't have a clue where to begin. When laid off, the first place most people go is to the classified section of their newspaper. That may be okay, but there is so much more that can be done. *The Job Hunter's Handbook* will show you: How to identify your skill set, How to hunt for a job, Define your objective, Prepare a professional resume, 7 Steps to improve interviewing skills, How to use networking to accomplish your task, Job seeker FAQs, Thinking outside of the box. Finding a job should not create a stressful environment. *The Job Hunter's Handbook* will be there to help you if you do lose your job, but better yet use it to keep yourself in a pro-active mode so you can immediately put the principles to work when the axe falls. The peace of mind is well worth the few bucks to be prepared. Happy hunting! Tag: job hunt book, job hunter's workbook, job hunters survival guide, job hunting, job hunting for dummies, job hunting for the so-called handicapped, job hunting handbook, job hunting in 2017, job hunting online, job hunting over 50, job hunting posters.

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