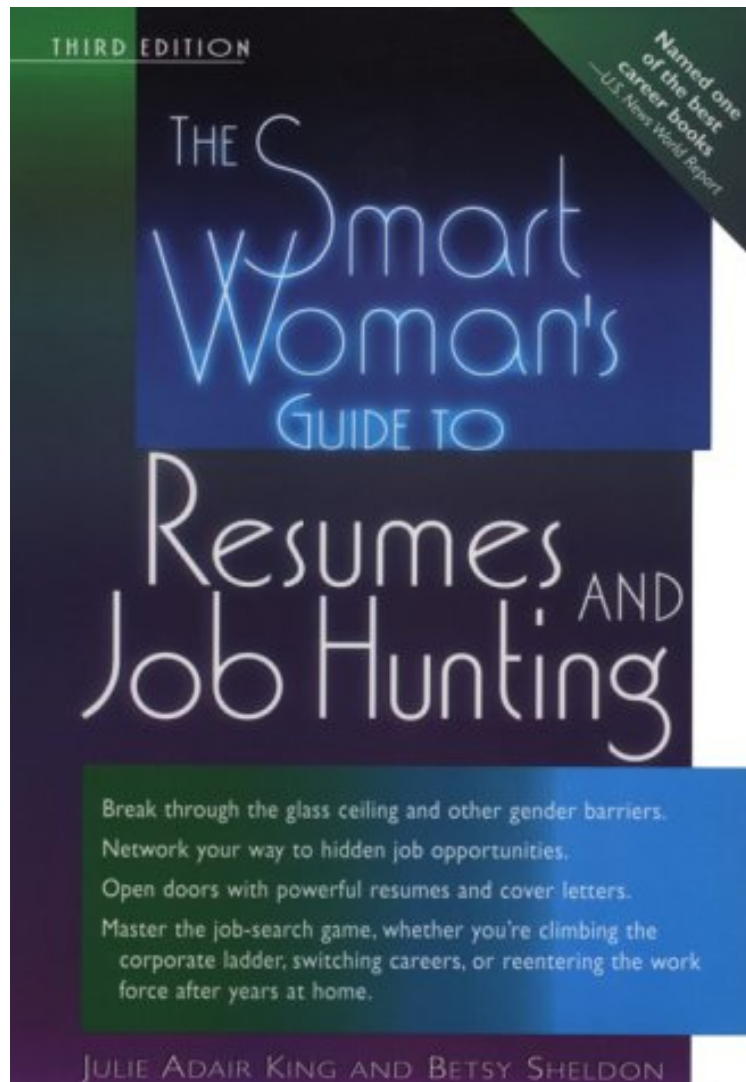


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Master the job-search game, whether you're climbing the corporate ladder switching careers, or re-entering the workforce after years at home. This latest edition gathers the most up-to-date information, tips, secrets, and advice on resume writing, job seeking, interviewing, and salary negotiations and features updated sample resumes.

From Library Journal A better title for this would be *The Smart-but-Timid-or-Culturally-Bound Woman's Guide . . .*, as this work contains solutions to problems traditional women face including employment history gaps, little or no experience, being a recent graduate, wanting to change career direction, or getting the next level job. Adaptations of the classic chronological and functional resume formats are developed for specific case histories in each of these five situations. Advising women to "Banish your modesty and 'toot your own horn'," the authors advocate an assertive marketing strategy and offer guidance throughout the entire job-searching process. Specific tools the authors suggest include worksheets for taking inventory of skills, accomplishments, and work history and a "Career Card System" for filing the raw data. Although some may find such phrases as "trademarks of a well-dressed resume" trite or irksome, women in need of a little extra coaching will find this guide helpful. Recommended for public libraries everywhere.-Christy Zlatos, Washington State Univ. Lib., Pullman Copyright 1992 Reed Business Information, Inc.