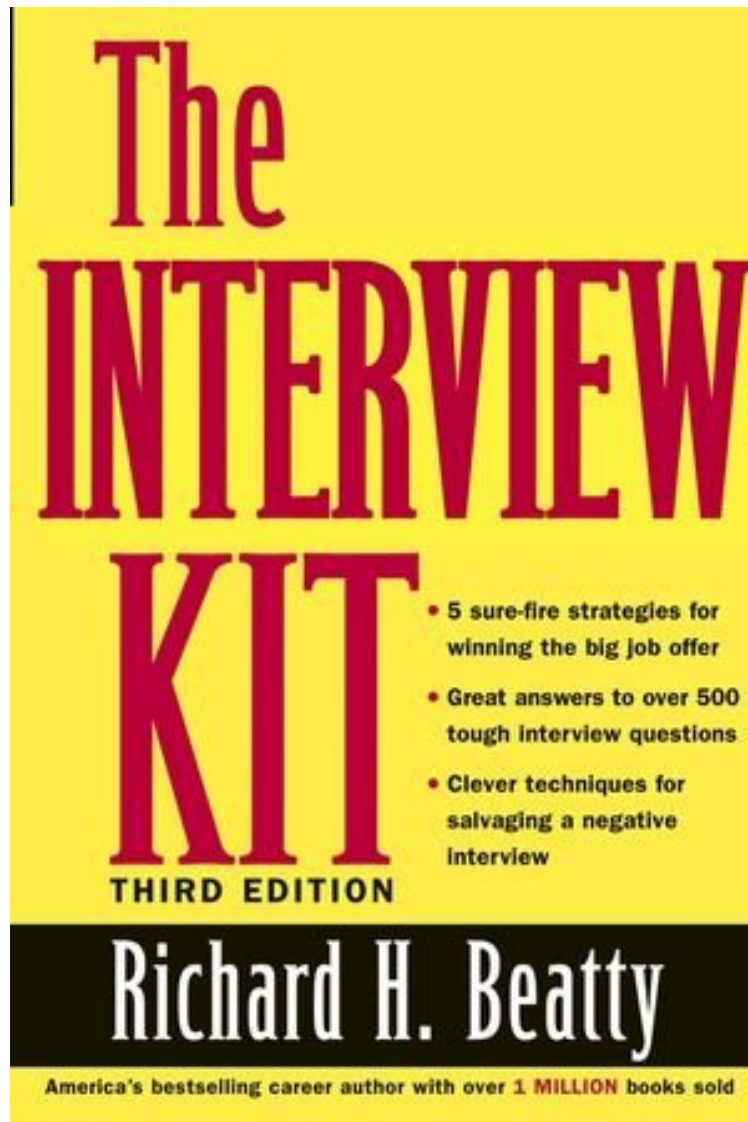


## The Interview Kit

*Richard H. Beatty*

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**Richard H. Beatty : The Interview Kit** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Interview Kit:

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bookBy Avid readerOffers excellent advice. Has sections on how to respond to almost any question, which is very helpful. Highly recommend it!

The new revised edition of *The Interview Kit* shows job seekers how to succeed in any interview. With answers to over 500 tough questions and strategies on what to say and how to say it, interviewees need never be tongue-tied again. The Interview Kit offers five proven strategies for making the best impression and expert advice on negotiating salary and benefits after the successful interview. This new and updated edition is better than ever, with new advice on what to do when the interview doesn't go well. Based on his three decades of career experience and research, Beatty provides the proven advice, step-by-step guidance, and all the essential tools job hunters need to succeed.

From the PublisherCareer authority Beatty presents a powerful sales strategy that can be used in any interview situation. He describes how to take control of the interview by encouraging prospective employers to discuss their criteria before you concentrate on your skills. Offers excellent insight on how to answer the 500 toughest interview questions and includes tips on getting past bad responses from former employers.From the Back CoverMake a great impression and win your dream job! Your resume got your foot in the door, but now comes the hard partinterviewing for the job. Dont worry! With *The Interview Kit, Third Edition*, you can walk into any employment interview with the confidence, preparation, and attitude to succeed. Bestselling career guru Richard Beatty has shown thousands of job seekers how to navigate the employment maze successfully. In this revised and updated edition, youll learn to use proven sales techniques to make sure the interviewer sees the very best you have to offer. With answers to over 500 tough questions and strategies on what to say and how to say it, you may never be tongue-tied again. This practical, reassuring guide leads you step by step through the interview process, showing you how to: Develop an interview strategy that sets you apart from the herd of job seekers Research a potential employers products, marketing strategy, management style, and financial picture Control the interview to your advantage Maximize your strengths and minimize your weaknesses Handle the toughest questions Conduct mid-interview damage controlincluding helpful tips and tricks to avoid traps and pitfalls Take the initiative and ask penetrating questions that impress employers Sell yourself in the interview With new chapters on following up the interview and negotiating benefits and salary, *The Interview Kit, Third Edition* is your personal coach for succeeding in any interview and leaving the kind of lasting impression that wins jobs!About the AuthorRICHARD H. BEATTY is President and CEO of Brandywine Consulting Group, a leading executive search and outplacement firm. His bestselling career guides have sold over one million copies and include *The Resume Kit*, *The Five-Minute Interview*, *175 High-Impact Cover Letters*, *175 High-Impact Resumes*, *How to Write a Resume if You Didnt Go to College*, and *The Perfect Cover Letter*, all available from Wiley.