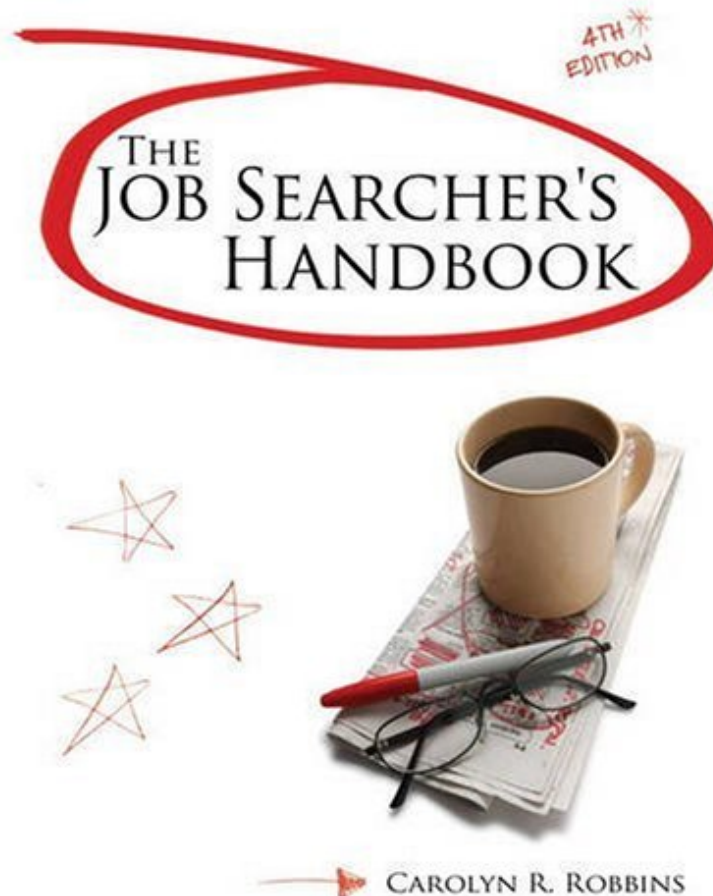


(Library ebook) The Job Searcher's Handbook (4th Edition)

The Job Searcher's Handbook (4th Edition)

Carolyn R. Robbins

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Carolyn R. Robbins : The Job Searcher's Handbook (4th Edition) before purchasing it in order to gage whether or not it would be worth my time, and all praised The Job Searcher's Handbook (4th Edition):

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This book is designed to provide simple, step by step instructions to help the student through the entire job searching process. Completely up-to-date, the book offers more information on the global workplace environment, electronic

resumes, and Internet resources than any other text on the market. Its easy to follow, direct approach makes this book an effective tool for the job search. Hands-on exercises allow students to determine their individual needs, skills, and direction for securing the job that is right for them; sequentially-arranged chapters guide instructors in a logical process to the successful completion of a course.

"This book's step-by-step process for securing employment is superb! I found the author's style of writing down-to-earth, humorous, and extremely helpful." -Barry Shaffer, Computer Networking Instructor, Westwood College of Technology, Denver, Colorado "Carolyn Robbins was directly responsible for my getting the job I wanted with a great salary..." -Louis Baker, Computer Technician, Los Angeles, California "This author is excellent; she knows exactly what to do to get the job..." -Gary Hartman, Computer Programmer/Analyst, Boulder City, Utah

From the Publisher This complete, up-to-date tool offers simple, easy-to-follow instructions for all phases of the job search. Coverage begins by helping to identify the readers' goals, values, and priorities in the hope of matching them to the appropriate job or jobs. The second section of the book -- The Paper Trail--examines the vital paperwork necessary in today's competitive job market. The resume, cover letter, follow-up correspondence and application forms are covered in depth before moving to Section 3 -- Organizing, Searching, and Planning. This section includes making contacts, talking with the people who are part of the workplace and conducting research. The final section of the book -- Interviewing Made Almost Easy -- was written to minimize the fear and anxiety of interviewing by developing all of the essential interviewing skills drawn from the author's own experiences and her 20 years of service as a link between employers and applicants.

From the Back Cover With over 25 years in the career placement field, Robbins offers a phenomenal hands-on and complete guide to the job search process. After a thorough assessment, the job seeker is fully equipped with every tool regarding employer preferences, successful resume writing, networking, interview techniques and more. The fourth edition of *The Job Searchers Handbook* offers the most up-to-the-minute information available on: -the global workplace environment - fluctuations and trends in the modern job market - electronic resumes and Internet resources - ideas and advice from field experts

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