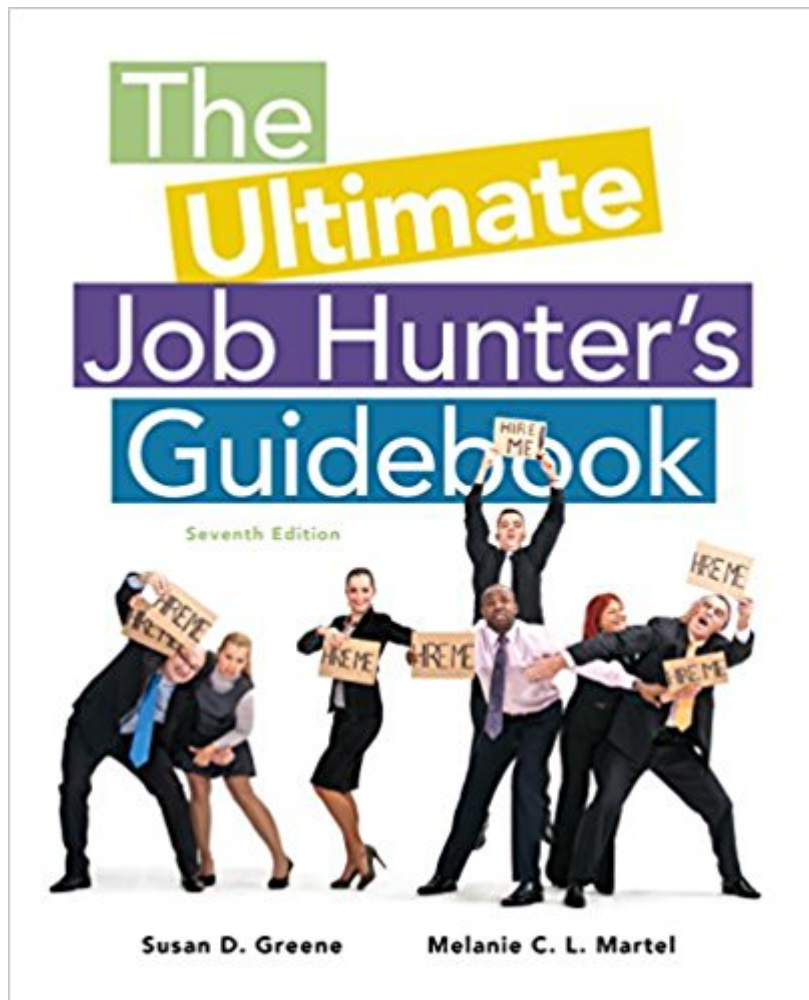




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# The Ultimate Job Hunter's Guidebook



## Synopsis

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 Seventh 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.

## Book Information

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## Customer Reviews

I rented this book for a college class and was initially dreading the boring book. But I was impressed by the books suggestions and have to say this is a good book for anyone starting out in the work world as well as a more seasoned employee. Great advice for the times.

Fantastic information on how to successfully land employment. One of the most important textbooks thus far! Information includes how to write a great resume, cover letter, and follow-up letter. The book even includes information on how to dress and body language. Although it is a textbook, this would be a great buy for anyone currently trying to find a job.

I purchased this book for a class. I will be honest and barely read it. I have no clue what is inside of it. The world of resumes and job hunting changes so much it's not even funny.

This book is really helping in class, and also with job hunting tips.

Very good advice and easy to follow.

This book has helped me tremendously! It has so much advice and tips that I feel made me a better person overall. It also gives you that boost confidence in searching for a job! I hope everyone purchases this book !!

Everything was on time!

This was the exact book I needed for class and it had no writing in it even though it was used

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