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For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network. Accompanying CD-ROM contains sample resumes and cover letters and several PDFs from USAJOBS.gov. "This manual is designed to share best practices for transitioning into the civilian workforce. You will customize these best practices to create a plan as a vehicle to attain your goals." -- from p. 2. YOU'RE HIRED guides young professionals toward making the best of job interviews. It recognizes that a candidate's qualifications can get him or her through the interviewer's door, but securing the dream job requires much more. This book provides the three key strategies for getting hired. It shows how to identify the strongest qualities a candidate has for any job interview and additionally, provides the most appropriate responses to typical job interview questions. This material comes with practice worksheets to help the candidate apply the key learning of the book and position him or her perfectly for the next dream job. Face it--words matter when it comes to getting noticed, getting the interview, and getting the job. In this invaluable guide to crafting the pitch that opens doors, staffing experts Schuman and Nadler give you hundreds of tools to make that happen. You will no longer struggle to find the phrases that best highlight your achievements; instead, you'll garner attention with such smart options as: I created a program that accomplished the following . . . My work generated \$5 million in revenue . . . I built a team of employees who created . . . The work I did saved my company \$3 million . . . I solved the following problems for my employer . . . The market's tight, but the jobs are out there. With these essential words and phrases, you can move your application to the top of the pile! This book has it all! It's three books in one. The print copy is over 375 pages. This compilation includes the three Career Essential books - The Resume, The Cover Letter, The Interview. Learn everything you need to know right from creating a dynamite resume, a compelling cover letter to great interview techniques that will help you nail your interview. All three books are available separately and now they are available in one package. If you are job hunting, looking at changing your career, or even considering what options you have, this book will help you to gain clarity to make your move - regardless of what it is. There's no need to wait. Learn everything you need to know to get through the process and find the right job for you. With more than 60 sample resumes and cover letters and an "Instant Resume Worksheet", this resourceful book enables job seekers to put together a basic, acceptable resume in less than one day. It provides helpful advice on career planning, creating job objectives, identifying skills, dealing with special situations, and getting a good job in less time. For most job-seekers, a good resume is what stands between a dream job and choice. Get your resume right, and you'll be getting replies from every other company you apply to. So you're probably wondering how you can write a resume that leads to HR managers inviting you to interviews daily. Through this book, you will know: - Figure Out Who Might Be Perusing Your Resume. - Focus The Very Motivation Behind The Resume. - Take In More About The Position. - Look For Assistance From A Friend. - Barring Unimportant Information. - Exploring Your Resume. - Gotten To Be More Selective. - Supporting Your Propositions. - Online Specimen Resume Templates. - Condensing Your Qualifications. - Revamping Your Resume. Discusses how to turn a basic resume into a mini-sales presentation, offers on advice on format, style, and language, and includes sample resumes I did it, so can you. I'll show you how with this easy, step-by-step guide. Isn't it time for a change? You spend too many hours at work not to enjoy it. "I especially liked the online job site reviews (with recommendations of the most valuable sites...some of which I would've never found on my own). I really credit this book in helping me land my dream job!" R. Zapata, Washington, DC This new book will help you find your perfect job in 30 days or less. Proven techniques and tips to beat your competition and find your next job fast. Guaranteed! The fastest and easiest way to a new career and life. Find out the top 10 online job search mistakes plus I'll show you how to increase your salary by thousands in only 5 minutes. This book is full of resume tips and easy-to-understand advice. Plus a Bonus Section of top 10 trickiest interview questions and how to answer them-confidently. Whether you're right out of school or an experienced manager looking for your next move up the corporate ladder-this book is a "must read." This book offers a career assessment tool as well as helpful tips on resume preparation, interviewing techniques, and obtaining an internship. Readers gain a real-world perspective on pharmacy practice through interviews with over 35 pharmacists from areas such as academia, public health, and retail pharmacy. These insightful testimonials describe practical job responsibilities and offer guidance on finding the right career path."-- Writing a Successful Cover Letter, Resume and Curriculum Vitae is a guide to short cut how to quickly write a cover letter, resume and curriculum vitae. Also, online cover letter and resume builder suggested. This 240-page workbook is a highly effective, no nonsense, self-marketing instrument to facilitate and manage the entire job-search campaign. Contained in its pages are all the tools and information necessary to help your terminated employee win and keep their next job. Whether or not you provide Outplacement support to your separated employees, our workbook would be an excellent tool to augment their job search. It provides a complete resource to help the discharged worker achieve and keep their next position. FINDING A JOB IS HARD WORK. It has been estimated that as many as one out of every three workers attempts to change jobs annually in the United States. Out of a labor force of 153 million, that represents almost 50,000,000 job seekers who are seeking new employment each year. As a result, the job search process is highly competitive at all levels. It can be lengthy, frustrating, prejudicial, and unfair. Older, more traditional job finding techniques have become less productive. The traditional resume no longer has the same impact in generating the all important and often elusive interview. Both the Wall Street Journal and USA TODAY have highlighted the fact that only about 15% of all professionals find a new position through responding to published advertisements or online postings, another 10% through placement agencies or search firms, and only 5% through unsolicited direct mail. Why then, would anyone focus 90% of their time and effort in areas that represent only about 30% of all potential opportunities? It is not uncommon for 200-300 people to respond to help wanted advertisements. Yet seldom do more than 6 to 10 people achieve interviews, and after an often lengthy process, only one person gets the job. Everyone else starts the whole process again. Older Americans, women, and minorities can often face an even more difficult road due to unspoken, but ever-present biases. There is a better way. Tomorrow Is Today dispels the myth that the most qualified candidate always gets the job. It points out that the person who is hired is usually the one who is liked the best. This book can be a major factor in how you differentiate yourself from other candidates when the hiring decision is almost always based upon subjective factors such as the individual's personality style, body language, and manner of being interviewed. It is an invaluable resource in helping you to achieve your next position with added features that assist in effectively managing both career growth and family issues. Find That Job Land That Job! Your guide to a better career! is an easy to follow manual that shows you step-by-step how and where to find job openings, how to create a resume and cover letter that get you noticed and how to prepare for and ace a job interview. Examples of resumes and cover letters are included, plus the resume builder worksheet and external links to employment and other helpful sites. Don't leave your future to chance, get Find That Job Land That Job! Your guide to a better career! and get started today. Now in a fully revised and updated 5th edition, Sports Marketing: A Strategic Perspective is the most authoritative, comprehensive and engaging introduction to sports marketing currently available. It is the only introductory textbook to adopt a strategic approach, explaining clearly how every element of the marketing process should be designed and managed, from goal-setting and planning

modern approach, wealth of videos, relevant and up-to-date content, and career readiness resources keep your course current and engaging. Communication Skills for the Healthcare Professional, Enhanced Second Edition is a practical guide that covers essential verbal and nonverbal communication skills you need to become a strong communicator. INTRODUCTION TO HEALTH CARE, Fourth Edition, provides an easy-to-read introduction to the foundational skills necessary for a range of health care professions. This trusted text offers a comprehensive, yet highly accessible survey of both soft skills and basic clinical skills for those entering health care training programs or considering a career in health care. To prepare you for the realities of modern practice, the authors emphasize core competencies required by all health care professions, including communication, infection control, and professionalism. The text features a strong focus on developing critical thinking skills (thinking like a health care professional) through a five-step problem-solving model that includes assessing a situation, considering alternatives, choosing an appropriate alternative, evaluating the results, and revising as needed. This unique approach makes INTRODUCTION TO HEALTH CARE, Fourth Edition, an ideal resource to help you transition from simple memorization to effective application of professional skills in a real-world setting. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. A new and improved edition of the ultimate resume guide A career coach and syndicated columnist shows how to use her powerful Goldmining technique to create the most effective resume possible. This remarkable technique is a seven-step process that brings out all of the candidate's most marketable skills and accomplishments. This new edition is updated to offer even better career advice from one of the foremost authorities on job search and hiring practices, including all the newest information on the best ways job hunters can use the Internet to their advantage. Includes a list of dozens of mistakes to avoid and ways to make the resume stand out as much as possible. Also featured are tips from human resources personnel and hiring managers on key mistakes applicants make on their resumes. This guidebook contains what every college graduate needs to know to find a good job in their major, and it provides sound advice on establishing a professional identity, surviving the critical first year on the job, and ensuring marketability in the future. Learn all you need to know about creating and using a resume successfully, from summarizing your achievements to targeting potential companies and replying to job advertisements. Writing Your Resume not only shows you how to decide on your career objectives, but also provides practical techniques for selecting and presenting information and creating the right impression. Power tips help you to develop first-class presentation skills that will dramatically improve your resume's chance of standing out from the competition. The Essential Manager have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available. Everything a job hunter needs to know about creating and using a resume to land an offer. The modern playbook to finding the perfect career path, landing the right job, and waking up excited for work every day, from founders of online network TheMuse.com. 'In today's digital age, finding job listings and endless data about those jobs is easy. What's difficult is making sense of it all. With The New Rules of Work, Muse founders Alexandra Cavoulacos and Kathryn Minshew give us the tools we need to navigate the modern job search and align our careers with our true values and passions.' Arianna Huffington, Founder and CEO Thrive Global, NYT Bestselling author In this definitive guide to the ever-changing modern workplace, Kathryn Minshew and Alexandra Cavoulacos, the co-founders of popular career website TheMuse.com, show how to find your perfect career. Through quick exercises and structured tips, the authors guide you as you sort through your countless options; communicate who you are and why you are valuable; and stand out from the crowd. The New Rules of Work shows how to choose a perfect career path, land the best job, and wake up feeling excited to go to work every day-- whether you are starting out in your career, looking to move ahead, navigating a mid-career shift, or anywhere in between. Preparing you for real-world practice, Haroun/Mitchell's INTRODUCTION TO HEALTH CARE, Fifth Edition, provides an easy-to-read introduction to the foundational skills necessary for a range of health care professions. Emphasizing core health care competencies -- communication, infection control and professionalism -- the text delivers thorough coverage of both the soft skills and basic clinical skills needed by those entering health care training programs or considering a career in health care. Its unique five-step problem-solving model helps you think like a health care professional and sharpen your critical thinking skills, while numerous hands-on activities enable you to put chapter concept into practice. Completely up to date, it reflects the latest research and includes expansive coverage of such emerging issues as the opioid crisis, precision/personalized medicine, suicide prevention, health disparities, patient rights and much more. Also available: MindTap digital learning solution. 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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