

The Ultimate Job Hunter's Guidebook

Seventh Edition



Susan D. Greene

Melanie C. L. Martel

The Job Hunters Guidebook

Gale Group,Michelle LeCompte

The Job Hunters Guidebook:

The Ultimate Job Hunter's Guidebook Susan Greene, Melanie C.L. Martel, 2012-08-08 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 Sixth 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

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