

## **The Quick Job Hunt Guide**

A Sure Way to Land That Job!

Robert D. Siedle

Paperback, July 1991

List Price: \$7.95

### Product Details:

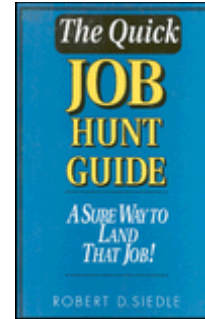
ISBN: 0914984330

Format: Paperback, 96pp

Pub. Date: July 1991

Publisher: Starburst Publishers

Barnes & Noble Sales Rank: 642,929



### ABOUT THE BOOK

#### Synopsis

This is not another how-to-write-a-resume book! It is a guide designed for today's changing job market to help you decide what you want in a job and how to find it—all while bringing home a paycheck! Take the work out of looking for work.

A fast-moving, easy-to-understand guide to your new career. Master techniques such as these:

Taking a personal inventory

Networking

Following the Ten-Day Plan

Avoiding the personnel department

## **Complete Job-Search Handbook**

Everything You Need to Know to Get the Job You Really Want

Howard Figler

Paperback, October 1999

List Price: \$16.00

### Product Details:

ISBN: 0805061916

Format: Paperback, 370pp

Pub. Date: October 1999 Publisher: Henry Holt & Company, Incorporated

Edition Number: 3

Barnes & Noble Sales Rank: 84,212



### ABOUT THE BOOK

#### From the Publisher

Now in its third edition, Howard Figler's classic job-search handbook puts you in the driver's seat, on the road to where the jobs really are. Figler's unique program has been revised and updated to let you not only decide what your ideal job may be, but also discover exactly where that job is. The program has been expanded to describe thirty lifetime job-hunting skills, as well as Twenty Lessons from the Front, a list of potential pitfalls for job seekers to be aware of. This third edition enables you to: Determine what your true work and life values are Pinpoint the job skills you already possess, even those you aren't aware of Find jobs when there seem to be none Learn how to be at your best in job interviews Utilize a professional career counselor's advice to troubleshoot potential problems Figler writes for all stages of career development, with action plans for the first-time job seeker, the professional looking for a change, the suddenly laid-off, and the person returning to the workforce after a long absence. Howard Figler knows the right job is out there, and with clarity, humor, and reassuring good sense, he shows you how to find it.

## **Don't Send a Resume**

And Other Contrarian Rules to Help Land a Great Job

Jeffrey J. Fox

Hardcover - File Size: 424KB, May 2001

List Price: \$16.95

Product Details:

ISBN: 0786865962

Format: Hardcover, 172pp

Pub. Date: May 2001 Publisher: Hyperion Press

Edition Description: File Size: 424KB

Barnes & Noble Sales Rank: 25,366



### **ABOUT THE BOOK**

From Our Editors

Talk about unorthodox job-hunting advice! Samples: "Don't send a resume." "Never start with the Personnel Department." "Tell 'em what the competitors say about them." "Don't talk in an interview." "No one cares about 'your job objective.'" "Don't ask about benefits." If author Jeffrey J. Fox weren't such a successful businessperson, one might dismiss his tips as the mind-fluff of an eccentric. But the CEO who gave us the bestselling *How to Become CEO* doesn't traffic in superfluities. His directives on landing a position are designed to place you a notch above the job seekers who never get called back.

## **The Interview Rehearsal Book**

7 Steps to Job-Winning Interviews Using Acting Skills

You Never Knew You Had

List Price: \$

Product Details:

ISBN: 0425166864

Format: Paperback, 105pp

Pub. Date: March 1999

Publisher: Berkley Publishing Group

Barnes & Noble Sales Rank: 32,500



### **ABOUT THE BOOK**

From the Publisher

Actors specialize in the skills you need to excel at interviews: self-confidence, verbal communication and body language, and knowing how to project the desired image. Here, the directors of a consulting firm that applies acting techniques to success in the business world share a step-by-step training program to help you ace your own "audition." You'll learn trade secrets for conquering stage fright, how to research the "role" you're applying for, how to look the part, how to deal with job-hunting stress--and how to use simple exercises for effective verbal and physical communication. With each interview, the curtain rises on a new opportunity. With the seven steps in this book, you can get ready to take a bow!

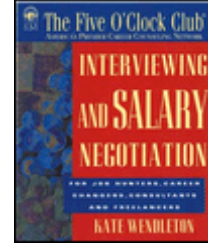
## **Interviewing and Salary Negotiation**

For Job Hunters, Career Changers, Consultants and Freelancers

Kate Wendleton

Paperback, August 1999

List Price: \$13.99



Product Details:

ISBN: 1564144348

Format: Paperback, 192pp

Pub. Date: August 1999 Publisher: Career Press, Incorporated

Barnes & Noble Sales Rank: 74,388

Series: Five O'Clock Club Series

### **ABOUT THE BOOK**

From the Publisher

Great news: you got the interview! Now you want to be sure you present yourself in the best light possible. You want to handle those tricky questions with ease. You want to present yourself persuasively and effectively. You want to turn this interview into an offer.

Author Kate Wendleton has spent years helping job hunters land the best jobs at the best pay. She presents all the latest ideas for getting what you want, including how to assess the interview and turn it into a job offer.

## **Nonstop Networking:**

How to Improve Your Life, Luck, and Career

by Andrea R. Nierenberg

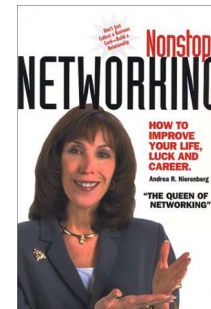
List Price: \$19.95

Price: \$15.96

Hardcover: 160 pages

Publisher: Capital Books Inc; 1st edition (September 15, 2002)

ISBN: 1892123924



### **ABOUT THE BOOK**

"The Queen of Networking" reveals her secrets for making long-lasting, positive, professional and personal contacts! Book reveals a new and refreshing approach to networking based on mutual benefits rather than personal gains.

Author is a successful consultant and speaker with Fortune 500 clients, and is frequently quoted in national and international news media and in major business and career publications.

Amazon.com Sales Rank: 8,994