



Job Hunting Techniques for Everyone

Charles C. Skilling

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This invaluable new book focuses on the job hunting process, discussing what to do and what not to do. Written from the standpoint of a counselor-job developer, this book is aimed at helping you-the job seeker. Job Hunting Techniques for Everyone is for you if you are unemployed, employed but dissatisfied, or happily employed with your eyes open for something better. Landing a good job presents different challenges to different people. For some it is overcoming a poor employment history. For others it is a lack of appropriate training. Many people have negative personal and employment background factors. Nearly all young workers have little experience and some older people lack focused experience. For these and other reasons, most people can benefit from learning better job hunting techniques. Mr. Skilling covers such relevant topics as "Personal Factors," "Handling Difficult Questions During an Interview," "Being Overeducated or Overqualified," "Your Options After Being Laid Off," "Steps to Getting Hired," and "Follow Up on Your Application" in a no-nonsense, straightforward way, in a reader-friendly, accessible format. Indeed, Job Hunting Techniques for Everyone is essential reading-the job-hunting manual that the career-minded job seeker needs in today's competitive world.

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