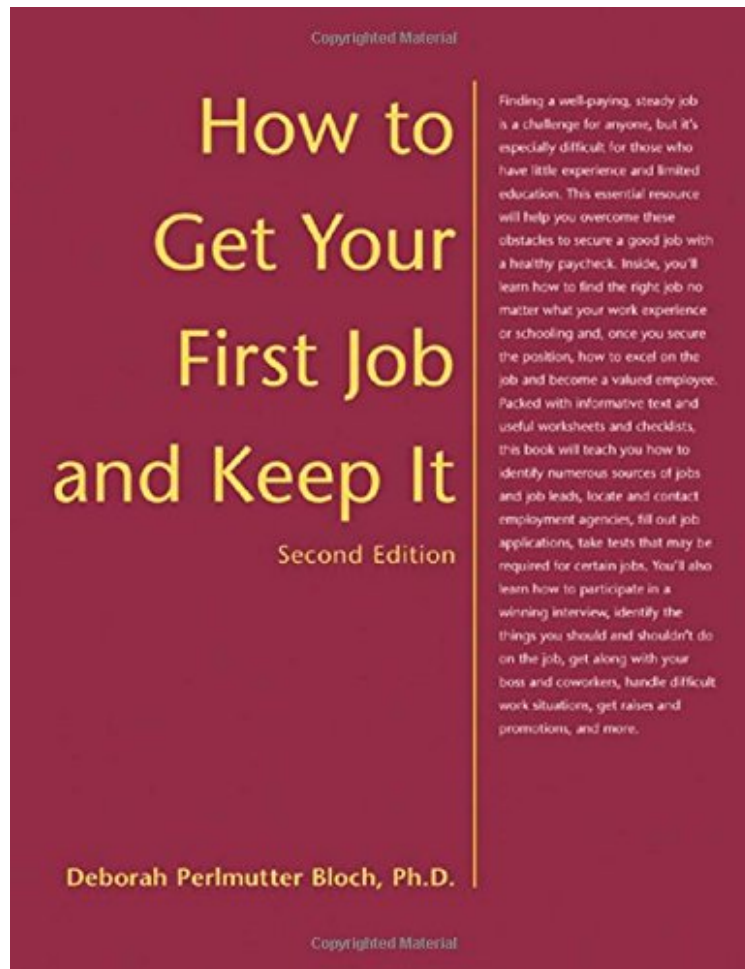


[Ebook free] How to Get Your First Job and Keep It, Second Edition

How to Get Your First Job and Keep It, Second Edition

Deborah Perlmutter Bloch

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Deborah Perlmutter Bloch : How to Get Your First Job and Keep It, Second Edition before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Get Your First Job and Keep It, Second Edition:

With the sliding economy, you may be nervous as a first-time job seeker about finding not only employment but also job security, which can be especially difficult if you have little schooling or work experience. How to Get Your First Job and Keep It covers all the steps, from finding the best jobs to filling out work applications, and from dealing with coworkers to getting promoted.

From the Back Cover Insider Tips and Techniques for Persuasive Resumes, Powerful Interviews, and Landing the Job

Effective job-seeking is a skill in itself, and those who learn this skill will be rewarded with higher pay, greater job security, and a more fulfilling career. *How to Get Your First Job and Keep It* shows you where to find the best job openings, how to showcase your abilities--and quiet your nerves--in an interview, when to address the all-important question of salary, and more. Beyond just getting the job, this book lets you in on the secrets of day-to-day success, strategies that help you keep the job, and even tips on getting promoted. Written by Deborah P. Bloch, one of today's leading career-search experts, this step-by-step guidebook covers: How to honestly assess your primary interests and employable skills "Techno-Tips" for finding job listings, crafting a winning resume, using E-mail effectively, and more Detailed techniques for writing effective and eye-catching cover letters and resumes Necessary interpersonal skills for on-the-job success Strategies for knowing how to move up--or when to move on *How to Get Your First Job and Keep It* provides a comprehensive, easy-to-follow plan for proactively launching and taking charge of your new career. Filled with frontline skills and strategies, it takes the mystery out of getting your first great job--and shows you how to turn that job into the beginning of a rewarding, lifetime career!

About the Author Deborah P. Bloch, Ph.D., is a professor of organization and leadership at the University of San Francisco and an award-winning educator on careers and career development. She is the author of numerous career-related books, including *How to Write a Winning Resume*, *How to Have a Winning Job Interview*, and *SoulWork: Finding the Work You Love, Loving the Work You Have*.