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Real Life Guide to Starting Your Career Cengage Learning
Step by step advice for job-seekers whom wish to maximize their odds of finding a job they desire.
How to Find and Apply for a Job Pipeline Press
Tech Job Hunt Handbook is a career management book—just for technology professionals—that reflects today's new economic realities. The world of work is constantly changing, and staying professionally relevant while competing for more specialized tech jobs in areas like cloud computing, mobile and social applications, and big data in a highly competitive global economy is critical. The world is churning out hungry programmers and developers in record numbers, making the global labor market highly competitive. It is now essential to plan a campaign to get a better job as well as your overall career. Retooling your skills and re-branding yourself is mandatory whether you're seeking a new job or intent on retaining current employment. Readers of the Tech Job Hunt Handbook will find tools, practical guidance, and recommendations on how to find the best new tech jobs, how to get noticed, how to ace interviews and get hired, and how to keep those new jobs—until it's time for a better one. As you will learn, learning how to assess and then invest in career management skills leads to long-term competitive advantage and a happier working life. Tech Job Hunt Handbook—for recent graduates, risk-taking innovators, and tech veterans alike—shows how to build a comprehensive online professional profile, identify the companies you're interested in and who you know at those companies, approach interviews with confidence, uncover opportunities in your current company, and understand the new emerging technology markets that could lead to a career rebirth. This book will help you: Find a new or better tech job. Stay relevant and employable despite constant new developments. Manage your tech career for long-term success.
The Unwritten Rules of the Highly Effective Job Search: The Proven Program Used by the World's Leading Career Services Company : The Proven Program Used by the World's Leading Career Services Company John Wiley & Sons
From identifying your needs to exploring your options -- make the right career move Changing careers by choice or due to circumstances beyond your control? Have no fear -- this hands-on guide focuses on helping you find a new job, start a business, or return to school in a detailed, step-by-step manner. With concise, eye-opening self-assessments, you'll understand how to assess your current situation, explore various career ideas, and identify ways to utilize your talents and skills in jobs that suit your lifestyle. You'll see how to build a career that lets you express who you are, fulfill your needs and desires, and live the life you want! Discover * Detailed, to-the-point explanations on outlining your action plan * The inside scoop on transforming your passions into career options * A wealth of tips, tricks, and warnings * How to blend your ideal career with the realities of your life
The Career Adventurer's Fieldbook For Dummies
Because he loves his job as an employment industry expert, few people think more about work than Phil Blair. And since 1977, he and co-owner Mel Katz have built Manpower San Diego into the largest Manpower franchise in the U.S., providing approximately 2,500 jobs daily. Whether you are starting out or starting over, Job Won! is the only reference youll need to better your career, find a job, or pursue your profession with passion. Read it and win! Ken Blanchard, coauthor of The One Minute Manager and Trust Works! In the Human Age, where talent is the key driver of business success, employers are more committed than ever to finding the best match with each hire. Job Won! guides job seekers through every step of the career management process, helping them find their passion and become the candidate employers want to hire. Jeff Joerres, ManpowerGroup Chairman and CEO
The Career Change Resume South-Western Pub
From an insider at the world's leading job placement firm, a proven method for executing the professional-level job search. The Unwritten Rules of the Highly Effective Job Search is authored by the director of program design at Lee Hecht Harrison, the world's premier job-search and career-management consulting firm. It arms job hunters at all levels with a proven method for conducting the most effective job search possible. This exclusive method has been used for more than a decade by LHH career consultants to place more than a million clients in new jobs. Job seekers get a structured, step-by-step plan that brings together an array of best practices, commonsense techniques for measuring progress, and surefire ways for staying focused and avoiding burnout.
Quick Skills: Handling Conflict BRILL
Workplace skills are filtering into most areas of business education, taught as part of the course. Quick Skills iMPACT Interactive CD (site license) is a NEW interactive electronic tool built from 5 of the best-selling Quick Skills student Learner Guides. It includes updated versions of Customer Service, Decision Making and Problem Solving, Speaking and Presenting, Teamwork, and What Your Employer Expects. Whether the user is a high school student, post-secondary student, or corporate employee, this series can be used for quick, interactive training in workplace skills. The CD package provides a convenient electronic format that is easy to use and a value for the price. Activities enhance the instruction. The interactive CD-ROM includes forms that can be completed electronically and e-mailed to the instructor or printed out. Users also have access to PowerPoint slides and flash files.
Teamwork Happy About
10 Strategies for Reentering the Workforce: Career Advice for Anyone Who Needs a Good (or Better) Job Now is an easy-to-read guide for anyone who needs to reenter the workforce because of economic necessity, a plant closing, corporate downsizing, divorce, injury, or other life-changing circumstance—including the simple desire for a new challenge. Expert career counselor Mary E. Ghilani identifies each type of career changer and discusses the unique challenges each group faces, the options available to them, and strategies for finding a new job or successfully

returning to school to upgrade skills. The book also offers numerous ways to overcome obstacles and defeat the common yes, buts that prevent people from achieving a satisfactory work life. This book will directly help unemployed and mid-career workers who need to find a better job quickly to keep their heads above water. But it will also be of great service to those who can take some time to completely reassess where they are and where they are going. In her practice as director of a career center, Ghilani often hears common laments like, I wish I had a job that... or I always wanted to be a... These statements are usually followed up with, But now it's too late, or, I don't have the skills, or, It will take too long or cost too much. Her response: Do work that you enjoy for the remaining working years of your life, even if it means going back to school or starting at the bottom of the ladder. That, she explains, is a much better alternative to toiling unhappily while awaiting retirement. Besides great advice, the book also contains hands-on tools for figuring out what constitutes a great job, sample resumes and cover letters, and a list of Web sites catering to those eager to reenter the workforce or find a better job.
New Rules for the 6-Figure Job Search Mcgraw-hill
This book enhances the reader's opportunity for career success by targeting fundamental skills. How to Find and Apply For a Job is the perfect reference users will refer to time and time again. Covering topics such as the "can't miss" resume, clinching success in an interview and how to positively handle rejection, this guide will thoroughly and quickly provide the foundations for success today and in to the future.
Cumulative List of Organizations Described in Section 170 (c) of the Internal Revenue Code of 1954 Capstone
Dr. Ronda Ormont has written a comprehensive guide to finding a career that can both feed your wallet and fuel your personal creative endeavors. Included are real-life profiles, sample forms and worksheets, and essential steps to: * Learn what fields of work compliment your personality * Allocate time and energy for your own artistic pursuits * Overcome fears of change * Write resumes and interview for potential jobs * Explore self-employment options * Restructure your current career position to suit your creative needs
Cumulative List of Organizations Described in Section 170 (c) of the Internal Revenue Code of 1986 ASTD
An expert guide for professionals seeking to understand how to navigate the world of work. Kimberly Brown, author of Next Move, Best Move: Transitioning into a Career You'll Love, leaves no stone unturned with this thorough, expert guide for professionals seeking to understand how to navigate the world of work, from beginning to end, starting with uncovering personal and professional values in an effort to align their expertise and skills to roles and companies that will finally change the trajectory of their career and set them up to be leaders in the workforce. As a former career development adviser in some of the nation's top universities and a diversity + inclusion professional in a Fortune 100 company, Brown has recognized that people work for the sake of working without understanding how to leverage their unique gifts and position themselves for success. As a result, Next Move, Best Move: Transitioning into a Career You'll Love shares transformational lessons to ensure success and puts the ball back in your court. In Brown's highly acclaimed book, a specific, effective framework is unveiled to ensure each reader channels and utilizes their highest potential as they regain control and steer professional opportunities in their favor, gaining key information as to: Taking stock of their experiences to ensure strategic career moves Discovering how to cultivate and maintain fruitful relationships that support career growth Uncovering how to build a two-year career strategy to move you into future leadership positions Gaining a deeper look into personal and professional branding to ensure alignment with leadership capabilities and career goals Learning how to use their voice in the workplace to advocate for themselves
Quick Skills (with Interactive School License CD-ROM and Quick Start Guide) Cengage Learning
This work prepares users to take the NRF (National Retail Federation) Foundation's "National professional certification in customer service" by discussing concepts of customer service, selling, and retail as they apply in addressing the three categories of the "NRF Foundation's Customer Service and Sales Skills Standards": critical work functions -- academic and employability knowledge and skills -- occupational and technical knowledge and skills.
From Paycheck to Purpose Author House
This skill-focused book is designed for quick professional skill development in the area of teamwork.Covering such topics as the nature of teamwork, techniques for effective listening and speaking and developing trust among your teammates, this quick brush up tool is perfect for the experienced professional, those re-entering the workforce and those beginning their careers.
Trophy Job Berrett-Koehler Publishers
Your career is not a one-time decision made early in life. Rather, you refine or redefine it as you grow professionally. This volume helps you: · Recognize when it's time for a change · Articulate the business activities that interest you most deeply · Assess your skills and values · Update your skills to remain competitive in the workforce · Spot and seize advantage of career-development opportunities
Comprehensive Self-Study Manual for Retail Readiness Certification Prep Cengage Learning
This book enhances the reader's opportunity for career success by targeting fundamental skills. Customer Service will provide foundations for effectively working with others. Covering areas such as forming good relationships, soothing unhappy customers and using the telephone as a customer service tool, this is the perfect reference for the experienced professional, those re-entering the workforce and those beginning their careers.
Publication Cengage Learning
JobQuest is the complete resource for today's proactive job seeker. From job search perseverance and goal-setting to interviewing and negotiating strategies, JobQuest will take your career to a new level.
Shaping Your Career Cengage Learning
In our modern, often volatile economy, we can no longer expect permanent or long term employment with any one employer. Today's worker has, on average, multiple jobs and even multiple careers. Layoffs, terminations, and pink slips are so universal that they are now euphemistically called downsizing or rightsizing. But whatever the label, the process is no easier to deal with--not for the employee whose services are being terminated nor for the organization and executives who initiate the termination. Fortunately, there is a silver lining to all this turbulence, and that is that the concept of career transition is here to stay. Career transition is the process by which the terminating organization assists terminated employees with making the transition and often helps in the search for new employment. While the benefits to the employee are apparent, what is less clear are the benefits to the company effecting the downsizing. Career transition helps displaced employees understand the business reasons for tough corporate decisions. By keeping such displaced, often disgruntled, employees focused on their

own future, it shifts attention away from personal negatives like depression and greater ills like expensive lawsuits. Strategic and compassionate career transition services have therefore become part of today's corporate environment. In "#SUCCESSFUL CORPORATE LEARNING tweet Book04: Career Transition Training and Services That Work in Today's Environment" career transition expert "Barbara Safani" collaborates with Amazon best-selling author "Mitchell Levy" to show you how to make the career transition journey a little bit easier. A worthy read for any mid- or senior-level executive who is faced either directly or indirectly with the prospect of downsizing, this little volume packs a punch well above its weight. It will help you and your organization manage a difficult downsizing process smoothly, while preserving your company's reputation and treating displaced employees with dignity and respect. "#SUCCESSFUL CORPORATE LEARNING tweet Book04: Career Transition Training and Services That Work in Today's Environment" is part of the THiNKaha series whose slim and handy books contain 140 well-thought-out quotes (tweets/ahas).

Quick Skills: How to Find and Apply for a Job Penguin

This book enhances the reader's opportunity for career success by targeting fundamental skills. Managing Change will provide foundations for effectively handling the unpleasantness of change.Covering topics such as resistance to change, the politics of change and organizational/personal change, this is the perfect reference for the experienced professional, those re-entering the workforce and those beginning their careers.

Help Them Grow or Watch Them Go South Western Educational Publishing

Real Life Guide to Starting Your Career gives recent graduates a step-by-step approach to finding, pursuing, and securing the right job after college. It is the second work from Michael Hoffman. It guides new members of the educated and employed through the job hunting process and helps them identify a solid strategy for getting the most out of their career.

Career Solutions for Creative People Simon and Schuster

Climbing the leadership ranks and want to accelerate your career? Executive career coach Trish McGrath has reverse engineered today's complex employment marketplace to create an easy-to-follow blueprint for job search success. With rising confidence in the job market, many executives are looking for their next professional opportunity. It's time to toss outdated techniques and level up your job search. Whether you're pursuing the C-Suite or pivoting into a second career, modern hiring practices require new and better ways to differentiate yourself from your peers. You don't need to go it alone or suffer through trial and error. New Rules for the 6-Figure Job Search teaches you how to navigate the hidden job market and network your way to a great new job. A job search specialist on the front line, McGrath shows you how to land the right executive role - one you will enjoy, that aligns with your professional goals and pays you what you're worth. Sharing the step-by-step process that has delivered incredible results for hundreds of her coaching clients, she walks you through establishing your professional brand so you get noticed, interviewed and hired into a well-paying job where you feel good about the work you do. Quickly learn how to: - grab people's attention with compelling conversation openers - create interview-winning resumes and LinkedIn profiles - connect with decision-makers at your target companies - outshine other candidates to win lucrative job offers If your goal is to fast track your way to a new 6-figure job, these actionable tips and insider secrets will help you gain the competitive edge you need to succeed. Don't wait for opportunity. Create it.

Quick Skills Apress

What Are Employers Really Looking for? It's Not What You Think. More people than ever are applying for the same few jobs. Surfing job boards and submitting a dozen r é sum é s a day just doesn't work. The 6 Reasons You'll Get the Job shows you exactly how to tailor your pitch and stand out from the crowd so that you get hired. Talent alone will not get you the job. The short list of candidates all have the ability to do the work, so what makes the difference? Whether employers know it or not, intuitively they are always looking for a candidate who meets or exceeds each of six qualities: ?Presentation ?Ability ?Dependability ?Motivation ?Attitude ?Network These qualities may sound familiar, but you'll be surprised at how employers judge them. You'll discover how to promote these six qualities to your advantage so employers take notice. You'll also learn proven strategies for finding jobs in the Hidden Market while your competition is still waiting by the phone. By mastering a few simple, often overlooked techniques, you'll get noticed by the person who has the power to hire you now.