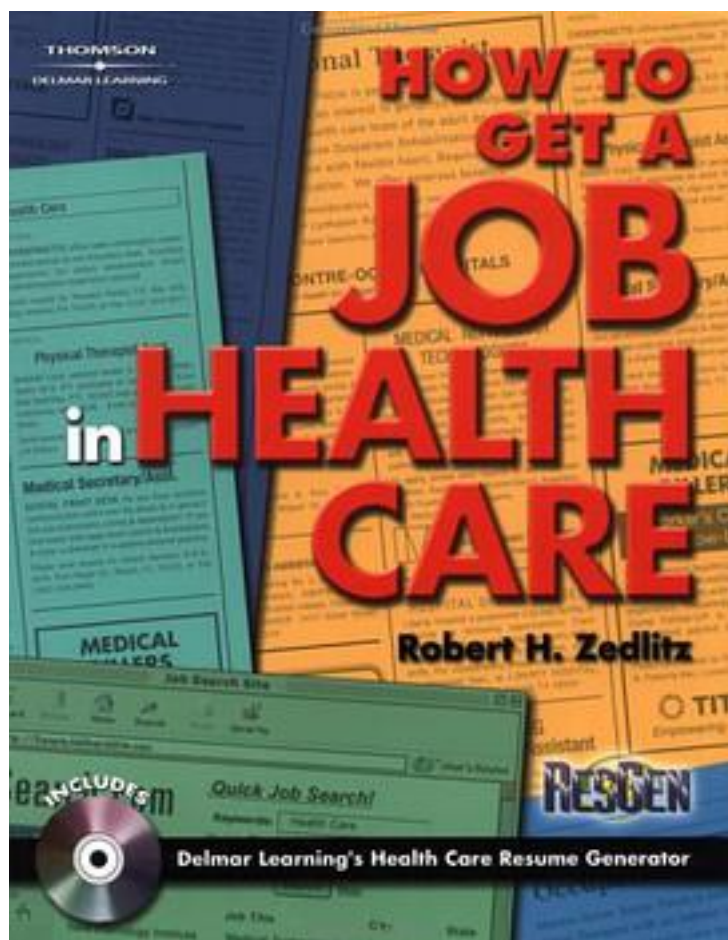


How to Get a Job in Health Care



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This easy-to-use guide is an ideal reference for anyone seeking employment in the health care industry. Users learn how to compose an effective resume and cover letter, properly complete an employment application, pursue and research job leads, and

prepare for interviews. This comprehensive manual also includes advice on how to leave a health care job gracefully, write a resignation letter, secure references, and offers suggestions for dealing with lay-offs, downsizing, or termination in a positive way. CD-ROM that Accompanies How to Get a Job in Health Care includes: four resumes, a Cover Letter Planner with three cover letters, a Job Search Planner, an Interview Planner a Post-Interview Letter Planner an exit conversation, a resignation letter, a reference letter and a Job Offer Evaluator.

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