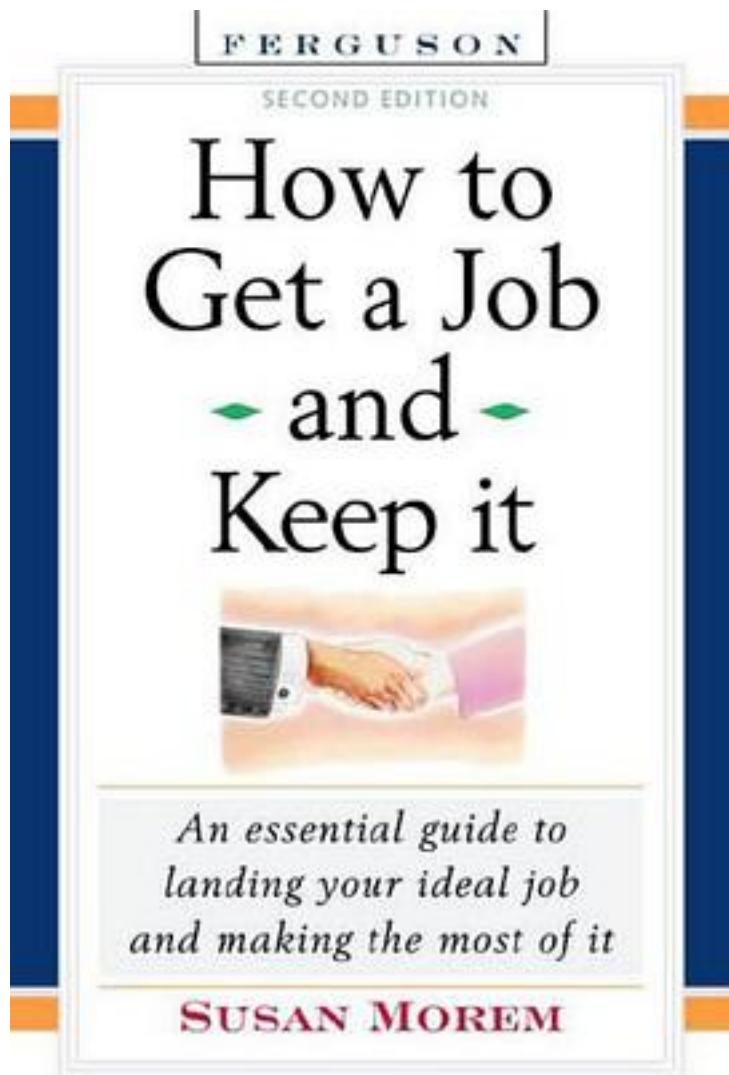


# How to Get a Job and Keep it



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In this new edition of the popular step-by-step career guide, nationally recognized career expert Susan Morem tells job seekers and recent graduates everything they need to know to excel in the workplace. Gathered here is all the key inside advice-on navigating the job search process, landing the ideal job, handling life on the job, and getting the most out of a career—that readers won't get in a classroom, from parents or friends, or from a guidance counselor. This new edition has been expanded with six new chapters and a listing of useful resources. *How to Get a Job and Keep It, Second Edition* gives readers a valuable edge over the competition and helps new workers make a successful transition to the professional workplace.

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