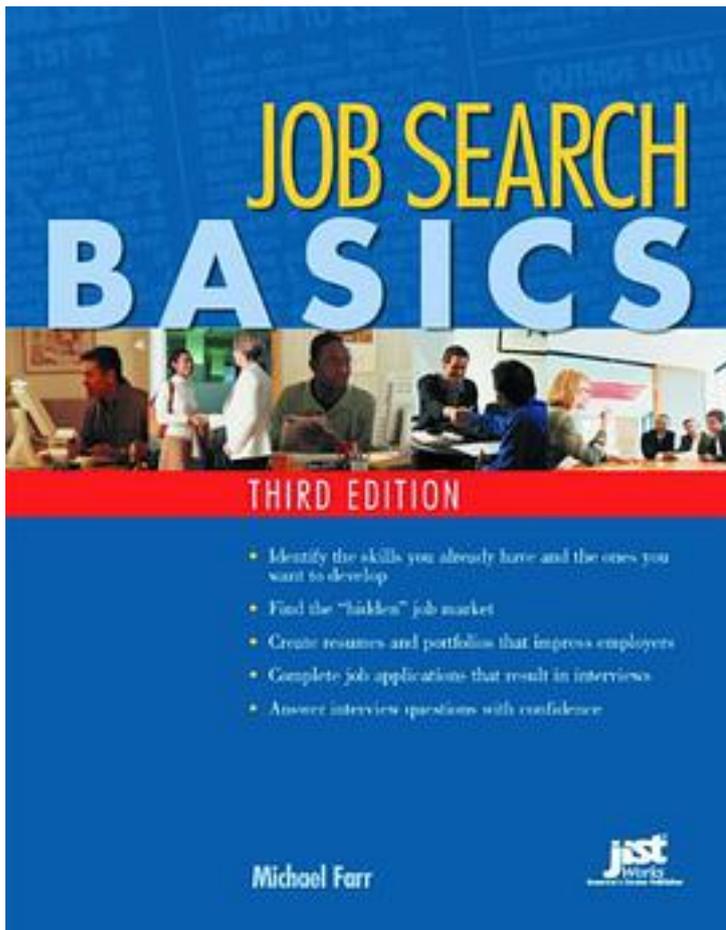


Job Search Basics



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出版者:JIST Works

出版时间:2006-01

装帧:Paperback

isbn:9781593573133

The new Job Search Basics workbook includes the content of the four Job Search Basics products: Identify Your Skills, Introduction to Job Applications, Two Best Ways to Find a Job, and Why Should I Hire You? workbooks. Written by America's most

knowledgeable author on job search and career planning, this updated workbook has been designed to clearly and succinctly present the most important information on the key job search topics: identifying skills, completing a job application, networking, directly contacting an employer, preparing for an interview, and surviving on the job. Job Search Basics features easy-to-follow organization, readily recognized icons, and wide lines in worksheets for writing. It has increased coverage of the use of the Internet and more content devoted to job retention topics. Students and job seekers with special needs such as lower-reading abilities will benefit from this accessible workbook.

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