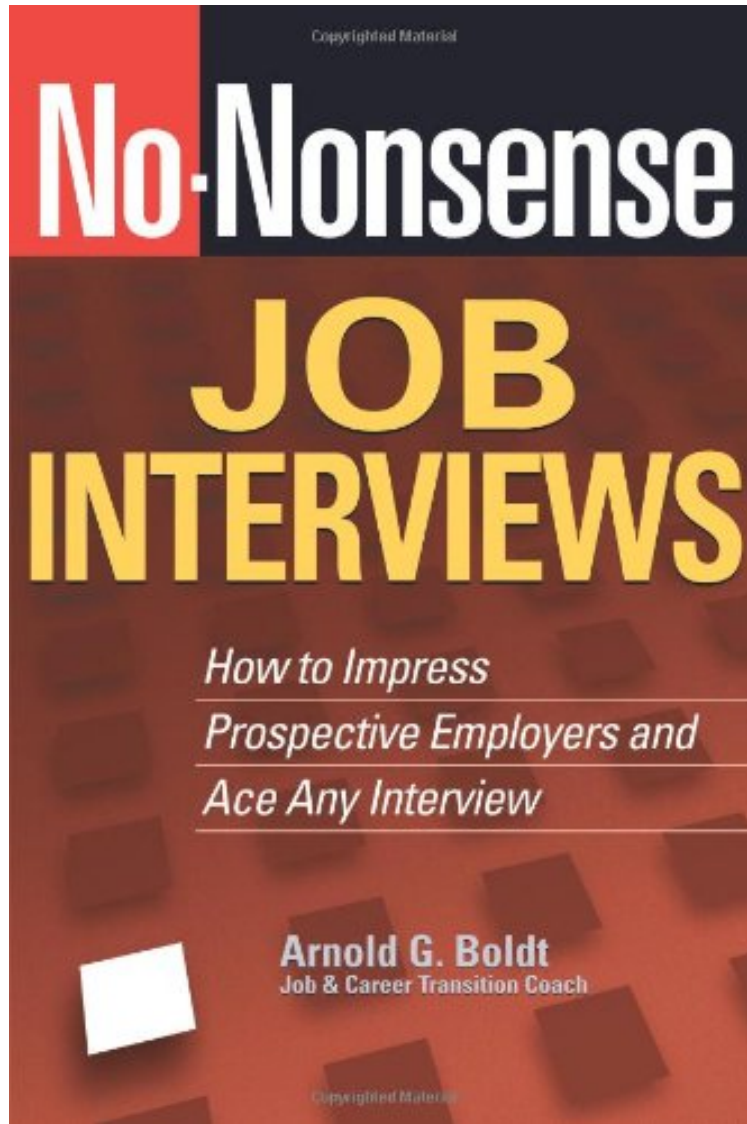


No-Nonsense Job Interviews: How to Impress Prospective Employers and Ace Any Interview

Arnold Boldt

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"Finally, a practical, easy-to-use and easy-to-understand resource for preparing for the all-important job interview. The 3 Ps for interview excellence are right on target and will help guide any job seeker to job-search success."--Wendy Enelow, author, trainer, and career consultant Job interviews have changed dramatically in recent years. The questions asked drill deeply into a candidate's personality and behavior, not just his or her job qualifications. The cost of hiring and retaining good employees compels employers to be much more careful about whom they hire, leading to more in-depth interviews. In this companion to No-Nonsense Resumes and No-Nonsense Cover Letters, Arnold Boldt takes you step-by-step from interview preparation to performance to follow-up. It is for candidates of any type: entry level, blue-collar, mid-career, and senior-level managers. No-Nonsense Job Interviews begins with the many different types of job interviews and the key interviewing techniques. You'll see the most common and toughest interview questions and the best way to answer them. The book shows you how to research the company, ask the interviewer questions, and evaluate your performance. Also included are specific tips from professional career coaches, plus samples of thank-you letters and other correspondence related to the job-interview process.

About the Author Arnold Boldt is the author of Resumes for the Rest of Us and coauthor of No-Nonsense Resumes and No-Nonsense Cover Letters. He is a Certified Professional Resume Writer and Job Career Transition Coach, and managing partner of Arnold-Smith Associates, a career transition consulting firm.