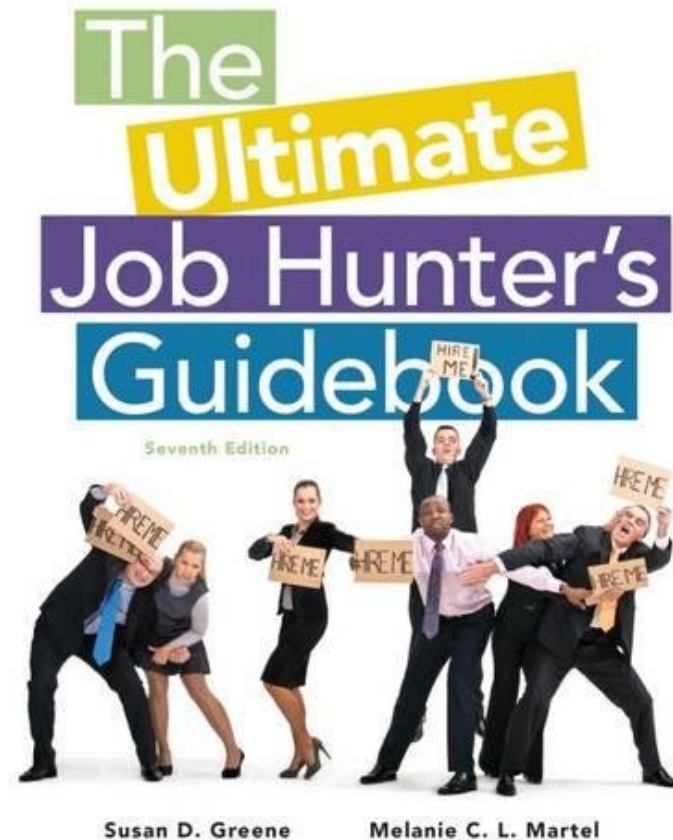


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About the Author Susan Greene is the owner and president of Greene Marketing and Advertising. She has been a professional copywriter and marketing consultant for over 20 years. She currently lives in Orlando, Florida where she specializes in writing corporate web sites and brochures. Throughout her career she has served as an adjunct professor teaching job hunting skills at various colleges and technical schools. Susan has a BS in journalism from Syracuse University and an MBA from Southern New Hampshire University. Melanie Martel has been teaching college students about job-hunting since 1985. She has worked as career counselor, Liberal Studies Department Chair, and Associate Professor of English at New Hampshire Technical Institute. She has also worked with the New Hampshire Job Training Council, assisting job hunters of all ages, including recent graduates, women in transition, and retirees embarking on new career paths. In addition to co-authoring the Contemporary Business Communication Study Guide (Houghton Mifflin, 1994), Ms. Martel has written for several local newspapers and worked as a corporate trainer. Ms. Martel received her BA in English from Tufts University and M.Ed. from Notre Dame.