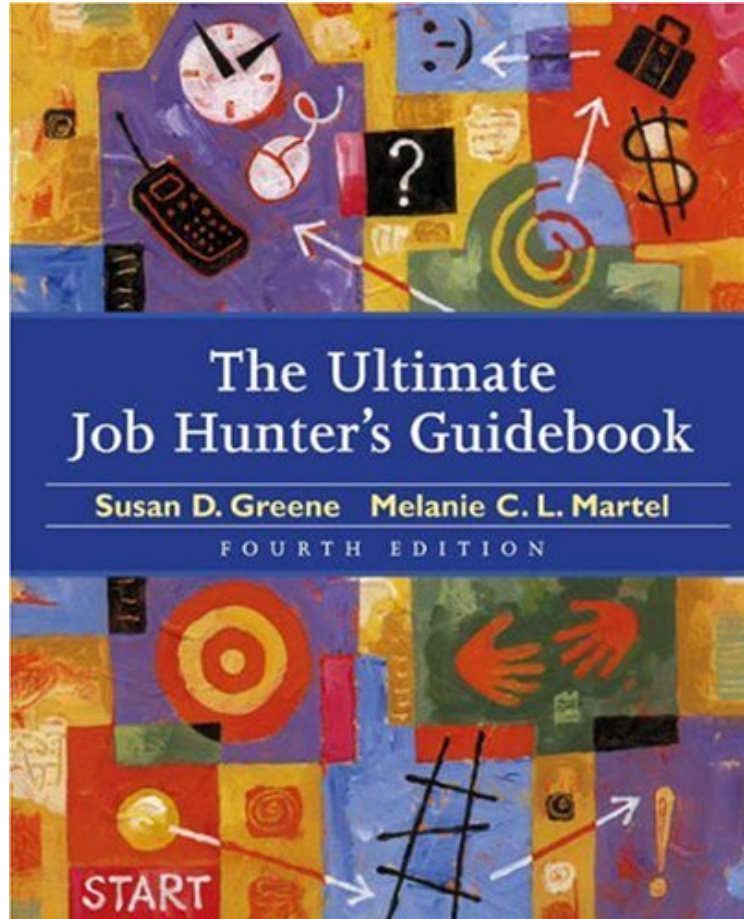


# The Ultimate Job Hunters Guidebook

*Susan Greene, Melanie C.L. Martel*

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**Susan Greene, Melanie C.L. Martel : The Ultimate Job Hunters Guidebook** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Ultimate Job Hunters Guidebook:

0 of 0 people found the following review helpful. Five StarsBy Customerwent well0 of 3 people found the following review helpful. the ultimate job hunter's GuidebookBy oneThat thing was excellent.i Like dat thang. Awe man this thang is a good ole chumpy. I think I learn about colloquialisms. Whooh Hoah Yeah!!!!2 of 3 people found the following review helpful. A Useful TextbookBy Natarielle PowellGreene and Martel have compiled several useful pieces of information in this book. It covers rsums, interviews, cover letters and much more. Not surprisingly, this is the main textbook for many Interpersonal Relations (EMP 1000) classes at many different technical colleges around the world.Although a large portion of the information is useful, many areas do not speak to the needs of current jobseekers and employers. As we have quickly transitioned to an age of all things technologically advanced, the Internet is a strong force in employment searches. This book has a brief section that covers this area, but I expected a more in depth look at job hunting from the aspect of technology, since this book was published in 2008.Overall, the content is informative, and if you need this book for a class, by all means, do purchase it. However, if you are truly

seeking a career or to advance in the career you currently have, you may need to research or purchase additional resources.

Offering concise coverage of essential job-hunting and career strategies, this flexible, how-to book can supplement any business course or serve as the foundation of a career development class. The Fourth Edition features increased technology coverage and strategies for long-term career success. Exercises develop students' skills in goal setting, interviewing, assessing values, and writing both resumes and cover letters.

I. Setting Your Course 1. Planning Your Job Search 2. Conducting a Self-Assessment 3. Targeting Potential Employers 4. Have You Considered...? 5. Backdoor Your Way into a Job II. Gathering Your Tools 6. Preparing Your Resume 7. Writing Cover Letters 8. Obtaining References and Assembling a Portfolio III. Beginning the Search 9. Organizing and Surviving the Job Hunt 10. Taking Your Job Hunt Online 11. Filling Out Job Applications 12. Interviewing 13. Passing the Test IV. Getting to Work 14. Evaluating Job Offers 15. Getting to Work 16. You Can Do It!

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.