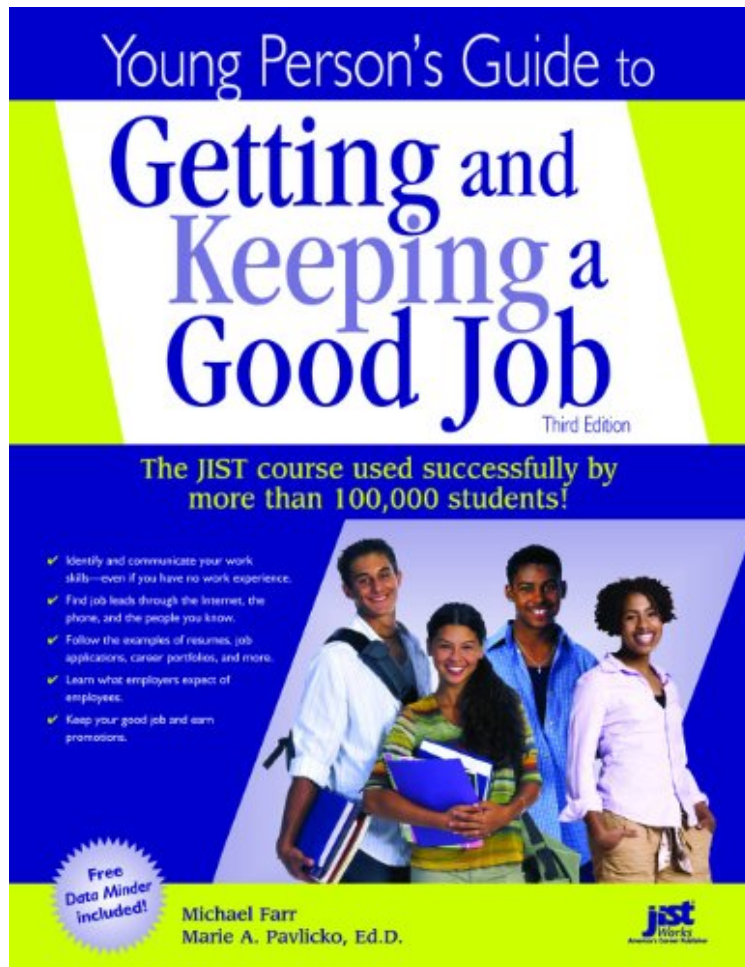


(Read now) Young Person's Guide to Getting and Keeping a Good Job

# Young Person's Guide to Getting and Keeping a Good Job

J. Michael Farr

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**J. Michael Farr : Young Person's Guide to Getting and Keeping a Good Job** before purchasing it in order to gage whether or not it would be worth my time, and all praised Young Person's Guide to Getting and Keeping a Good Job:

0 of 0 people found the following review helpful. Five StarsBy Catherine CanoEvery teen should own this book4 of 4 people found the following review helpful. The "hands-on" interactive format helps beginning job seekers absorb the crucial lessons, skills, and tipsBy Midwest Book ReviewCareer development experts Michaela Farr and Marie A. Pavlicko, Ed.D. present the updated third edition to Young Person's Guide to Getting and Keeping a Good Job, a guide written especially for young people seeking part-time, summer, full-time, or volunteer work. A consumable self-teaching course that has been successfully applied by more than 100,000 students, Young Person's Guide to Getting and Keeping a Good Job covers how to identify one's skills, document work experience, write an effective resume, improve interview skills, organize one's job search, and get ahead while on the job. The "hands-on" interactive format helps beginning job seekers absorb the crucial lessons, skills, and tips needed to earn a living in this enthusiastically

recommended go-getter guide.

Whether young people are seeking a part-time job, internship, summer job, or their first full-time job, this workbook can teach them how to approach their job search on the right foot and make the most of their employment experience. This outstanding, best-selling workbook gives students a full understanding of how to identify their skills, document their experiences and prepare a resume, excel in job interviews, survive on the job, and much more. This third edition includes updated career information and more content dedicated to job retention. SCANS skills have been incorporated as well as unique topics covering entrepreneurship and computer-based applications. Information is also included on digital portfolios and using the Internet in the job search. Central to the book's effectiveness is Michael Farr's philosophy of self-directed attitudes and behaviors. Students will gain an understanding of the entire process while building confidence in their ability to market themselves to employers.

About the Author Michael Farr is a best-selling author of more than 20 books, multi-award winner, and founder of JIST Publishing. Farr was instrumental in the self-directed career planning and job search movement, and he continues to be recognized as an expert in the field of job search and career building. Farr's techniques for a better and faster job search have been adopted by job search and career placement programs throughout the United States. He has trained more than 6,000 instructors and trainers in numerous workshops and presentations across the United States and Canada.