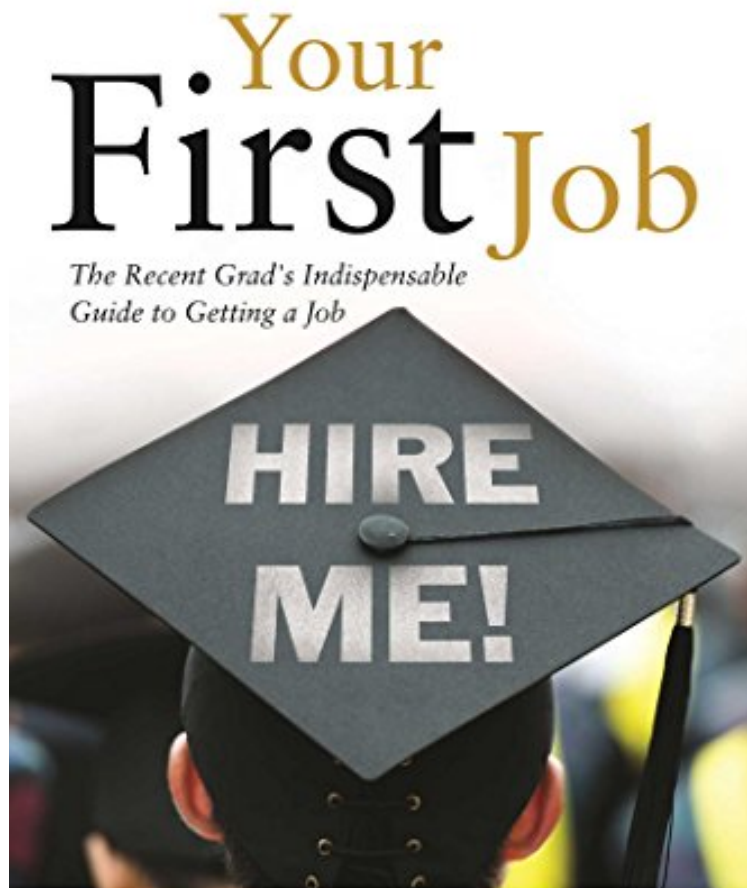


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Your First Job: The Recent Grad's Indispensable Guide to Getting a Job

Dan Quillen

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Dan Quillen, HR Director for 25 years and
author of *The Perfect Resume* and *The Perfect Interview*

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Step-by-step approach to finding that first job out of high school, college or grad school in today's New Economy. *Your First Job* is written by Dan Quillen, who has 25 years of experience as a Hiring Manager and is the author of three job search books by Cold Spring Press (*Get a Job*; *The Perfect Resume*; and *The Perfect Interview*). Chapters include: how to plan for the end of high school, college or grad school with that first job in mind; how to not get discouraged along the way; figuring out goals and objectives; how to plan the job search, including where to apply; how to best use social media; how to prepare a resume; how to write cover letters; how to conduct interviews; how to follow-up after the interview; what to do when you land the job; what's expected at a new job and how to act at work on the first day/first month/etc. Features checklists, resume samples, cover letter samples (including how not to write a resume or cover letter) and more!