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## The Everything Get-A-Job Book: The Tools and Strategies You Need to Land the Job of Your Dreams (Everythingreg;)

*Dawn Rosenberg McKay*

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**Dawn Rosenberg McKay : The Everything Get-A-Job Book: The Tools and Strategies You Need to Land the Job of Your Dreams (Everythingreg;)** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Everything Get-A-Job Book: The Tools and Strategies You Need to Land the Job of Your Dreams (Everythingreg;):

0 of 0 people found the following review helpful. Even though some of the information in this book is ...By CiceroEven though some of the information in this book is outdated, it's still an invaluable reference book for writing resumes.2 of 3 people found the following review helpful. Easy Read, Well OrganizedBy Bitsy R. GriffinThe Everything Get-A-Job Book by Dawn Rosenberg McKay was purchased for obvious reasons. I went into the book store and stood in front of the job-help books and started looking. I wasn't exactly standing in front of the section. There was a family with a baby in a stroller, so I kind of stood to the side and did a ton of leaning.Chapter titles: 1. Before You Begin Your Job Search 2. Basics of Job Winning 3. Networking 4. Resumes 5. Resume Samples 6. Electronic Resumes 7. Cover Letters 8. Cover Letter Samples 9. Other Letters 10. Looking for a Job Online 11.

Employment Services 12. Researching Companies 13. Interviewing 14. Practice Interview Questions 15. Special Interview Situations 16. Looking for a Job under Difficult Circumstances 17. The Job Offer 18. How to Handle Roadblocks 19. New and Recent Graduates 20. The Mature Job Candidate

The book was an easy read and laid out nicely. The book had suggestions for new graduates throughout but the book was definitely written for anyone looking for a job. Step by step instructions are given for how to find companies, how to apply and follow up. I probably could have found everything in this book online. As a matter of fact, I think I've read most of it somewhere at some time. BUT it is nice to have it all in one location. The first thing I did after reading the book was to sit down with my resume and reworked it. I didn't have to do much with it, but I didn't have a summary section and I had my education at the top instead of the bottom. I rephrased some of my experience. Only time will tell how helpful it really is!

2 of 2 people found the following review helpful. Helpful

By StillWaters

I need a lot of help with job hunting since this is my first time getting a "real" job and I'm not sure how to go about it. This book explains different strategies to use to find a job, and explains how to write a good resume and cover letter. The reason I gave it 4 instead of 5 stars is because the main strategy this book recommends is mailing your resume to potential employers. After reading some other books I found out that this is one of the least effective methods. Still very helpful because it has almost everything you need in one book.

Whether you're a first-time job hunter or an experienced job hopper, *The Everything Get-a-Job Book, 2nd Edition* is your indispensable guide to the ever-changing job market. This easy-to-use resource takes you through the necessary steps to find a job you'll love. Look inside for up-to-date information on: Writing powerful, effective resumes and cover letters Online job search strategies Returning to work after an extended absence Negotiating the best possible salary, bonus, and benefits package With practical advice on networking, creating a polished resume, setting goals, and handling stressful interview questions, *The Everything Get-a-Job Book, 2nd Edition* will help you stand out from the crowd and land the perfect job!

Dawn Rosenberg McKay has managed the Career Planning Site for About.com since 1997. As the About.com Career Planning Guide, Dawn has written hundreds of articles on career choice, job searching, and work life. She is the author of *The Everything Practice Interview Book*. Ms. McKay lives in Port Washington, NY.