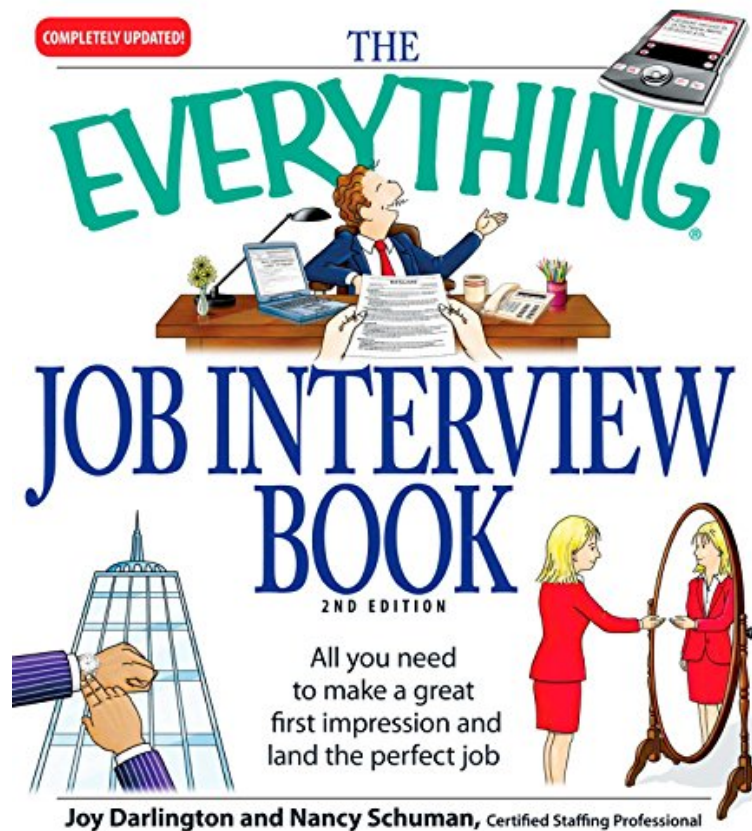


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The Everything Job Interview Book: All you need to make a great first impression and land the perfect job (Everythingreg;)

Joy Darlington, Nancy Schuman

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Joy Darlington, Nancy Schuman : The Everything Job Interview Book: All you need to make a great first impression and land the perfect job (Everythingreg;) before purchasing it in order to gage whether or not it would be worth my time, and all praised The Everything Job Interview Book: All you need to make a great first impression and land the perfect job (Everythingreg;):

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includes cover letters and interview research. Part II looks at the different types of interviews, from the one-on-one traditional interview to alternative interviews such as lunch interviews and video conferencing. Part III covers interview questions that look at experience and skills. This book helps the job-seeker be coached on how to talk about accomplishments, and even how to deal with career goals and personal interests. There's also a specialist section devoted to job-seekers with "special needs" - such as people changing careers. Overall, this book really does equip you with the tools and techniques to achieve success in that next job interview. -CareerOwl Institute

No matter how good your resume looks on paper, you won't get the job until you ace the interview. That critical one-on-one interview is your best chance to showcase your skills-if you make a good impression. In *The Everything Job Interview Book, 2nd Edition*, you'll learn how to do just that-from what to wear and when to arrive, to closing words and what to write in a follow-up letter. You also get the inside scoop on how to:

- Calm pre-interview jitters
- Research potential employers
- Formulate specific questions
- Avoid common mistakes
- Answer tricky questions about salary and experience
- Keep track of interviews-the ones that went well and those that didn't
- Return to the workplace after serving in the military
- Look for a new job instead of retiring
- Conduct a professional interview over the phone, on the Web, or in a videoconference

Packed with hundreds of real-life interview questions (and the answers that employers are looking for!), this is the only book you need to nail the big interview. Joy Darlington is a business writer whose work has been published in *The New York Times*, *The New York Post*, *The Daily News*, *Newsday*, *Readers' Digest*, *Good Housekeeping*, and *Cosmopolitan*. She is the editor-in-chief for *Woman Entrepreneur*, a national newsletter for women small-business owners. She lives in New York, NY. Nancy Schuman is a vice president at Lloyd Staffing and the author of several books, including *The Everything Resume Book, 3rd Edition*, *Revising Your Resume*, and *From College to Career*. She is the resident weekly *Jobs and Careers* columnist for *The Long Island Press* and she has written articles on careers for consumer publications. She lives in East Northport, NY.

About the Author Joy Darlington (New York) is a business writer and she is editor-in-chief for *Woman Entrepreneur*, a national newsletter for women small business owners. Nancy Schuman (East Newport) is the author of several books including *The Everything Resume Book 3rd edition*.