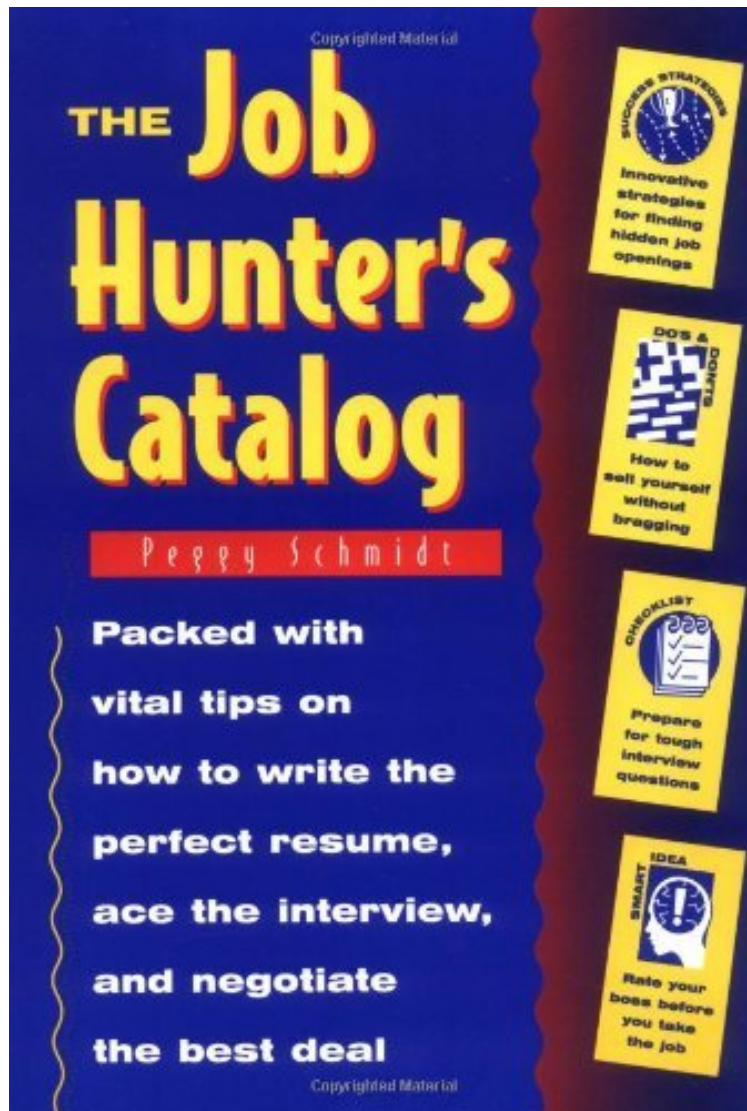


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# The Job Hunter's Catalog

*Peggy Schmidt*

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**Peggy Schmidt : The Job Hunter's Catalog** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Job Hunter's Catalog:

An easy-to-use compendium of practical information, valuable advice, and friendly guidance for today's job hunter The Job Hunter's Catalog Here's a guide to job hunting that puts everything you need to land the job of your dreams right at your fingertips. Organized around concise, handy features--including Do's Don'ts, Checklists, Success Strategies, and Smart Ideas--it gives you quick access to what you need at every stage of your job search. And it's all

there: savvy advice on researching job openings, creating resumes and cover letters, devising job-search strategies, handling interviews, negotiating job offers, and much more. The Job Hunter's Catalog is enriched by the author's twenty-plus years of experience as a careers columnist and the hundreds of hints, tips, and techniques she's collected from headhunters, placement directors, recruiters, and interviewers. As a result, this book functions as a wise counselor who gives you guidance on such matters as how to dress, behave, and speak more convincingly in your job search and how to adapt this advice to your own style and personality. You'll get detailed self-check lists of things you may be doing, saying, or omitting that can hurt your chances of getting a job. You'll get just the right kind of coaching and encouragement to put you over the top and into the position you really want.

From Library Journal In this dubiously titled "catalog," Schmidt (The 90 Minute Resume, Peterson's Guides, 1992) provides a potpourri of hints, dos and don'ts, and strategies for the job hunter. Ranging from a single paragraph to a few pages, snippets of information cover a wide variety of job-search issues. Many of the topics (e.g., job-search strategies, resume writing, and interviewing) are examined in far greater detail in other books (some written by Schmidt herself). However, the author covers some topics, albeit briefly, that are seldom if ever addressed, e.g., handling a flirtatious interviewer, discussing a job loss with one's children, dealing with sexual orientation in the interview, and what to do when a promised callback doesn't come. Although lacking in depth, Schmidt's work is an engaging and informative resource packed with enough practical advice to be of benefit to first-time and experienced job hunters alike. Alan Farber, Northern Illinois Univ., DeKalb Copyright 1995 Reed Business Information, Inc. From the Back Cover An easy-to-use compendium of practical information, valuable advice, and friendly guidance for today's job hunter The Job Hunter's Catalog Here's a guide to job hunting that puts everything you need to land the job of your dreams right at your fingertips. Organized around concise, handy features including Do's Don'ts, Checklists, Success Strategies, and Smart Ideas it gives you quick access to what you need at every stage of your job search. And it's all there: savvy advice on researching job openings, creating resumes and cover letters, devising job-search strategies, handling interviews, negotiating job offers, and much more. The Job Hunter's Catalog is enriched by the author's twenty-plus years of experience as a careers columnist and the hundreds of hints, tips, and techniques she's collected from headhunters, placement directors, recruiters, and interviewers. As a result, this book functions as a wise counselor who gives you guidance on such matters as how to dress, behave, and speak more convincingly in your job search and how to adapt this advice to your own style and personality. You'll get detailed self-check lists of things you may be doing, saying, or omitting that can hurt your chances of getting a job. You'll get just the right kind of coaching and encouragement to put you over the top and into the position you really want. About the Author Peggy Schmidt is a widely recognized job-search consultant. Her regular job advice columns have appeared in such publications as Glamour, New Woman, The New York Daily News, The Atlanta Constitution-Journal, and The Boston Herald. Her previous books include The 90 Minute Resume, Making It Big in the City, and Making It on Your First Job.