

101 dynamite questions to ask at your job interview

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101 Dynamite Questions to Ask at Your Job Interview (September 25, 2000 edition)

Outlining the whole interview process, from preparation to close and follow-up, the authors provide sound advice on how to: apply 45 key principles to the job interview situation; develop winning answers to the most important questions; deal with personality, motivation, and education issues; turn negative questions into positive answers; communicate positive non-verbal messages; handle behavioural questions confidently; ask 30 key questions about the job and the employer. SUMMARY: The interview remains the most important step in finding a job.

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Dispelling numerous myths and mistakes, the book identifies 64 key principles for effective resume writing, production, distribution, and follow-up as well as includes numerous examples based upon those principles.

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The volume compiles and summarizes the information disabled veterans and those with whom they interact will be interested in knowing and using. A lot of the jobs require apprenticeship experiences or only require a few months of specialized training. A concrete and practical guide to the nuts and bolts of networking, using a step-by-step approach geared to recent grads and young career changers.

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Here's the first book to reveal the key questions interviewees should always ask at the interview. Tells how to create and market effective resumes for maximum impact.

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