

# Everything Job Interview Book - Joy Darlington

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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. Author: Darlington, Joy Publisher: Adams Media Illustration: N Language: ENG Title: Everything Job Interview Book Pages: 00336 (Encrypted PDF) On Sale: 2010-09-30 SKU-13/ISBN: 9781598696363 Category: Business & Economics : Careers - General

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