

JOB

SEARCHING

MADE EASY



A PRACTICAL GUIDE TO FINDING
THE JOB YOU NEED FAST

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**JOB SEARCHING MADE EASY
PRACTICAL GUIDE TO FIND THE JOB YOU NEED FAST**

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JOB SEARCHING MADE EASY is packed with insider tips on how to survive the transition into unemployment, create your winning resume, master the interview process, and find a job fast.

If you want the confidence and results that come from using a proven job search system, this book is for you. You'll learn how successful job seekers' interviewing, networking, negotiating, and marketing skills, along with their resume, all work together to create a synergistic effect. Whether you want a better job, more money, or a complete change in career, this book will help you get through the job search process as quickly and successfully as possible. You will learn:

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- ➔ **The secrets to finding the job you need fast.**
 - ➔ **Essential interviewing skills that will help seal the deal.**
 - ➔ **The psychology of negotiation and how to get what you are worth.**
 - ➔ **The top ten considerations before accepting any job.**
 - ➔ **The surefire secret to networking your way into a high-paying job.**
 - ➔ **How to survive the fallout of unemployment.**
 - ➔ **How to create a winning resume.**
 - ➔ **How to multiply your network and let others find your next job for you.**
 - ➔ **The ten toughest interview questions and answers that will get you the job.**
 - ➔ **How to create a step-by-step action plan to keep you motivated.**
 - ➔ **How to successfully answer challenging interview questions.**
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Navigate your job search and hiring process with grace and composure as you implement the success strategies this book lays out.



JOEL GARFINKLE is recognized as one of the top 50 executive coaches in America. Global Gurus named Joel #14 on its list of the top 30 global coaching experts. He is also a Master Certified Coach (MCC) — the highest level of achievement in coaching — and author of 11 books and over 300 articles on leadership. His client list for coaching and corporate training includes Google, Amazon, Starbucks, Bank of America, Microsoft, Oracle, Deloitte, Ritz-Carlton, Genentech, NBC, the NBA, and many other prestigious companies.