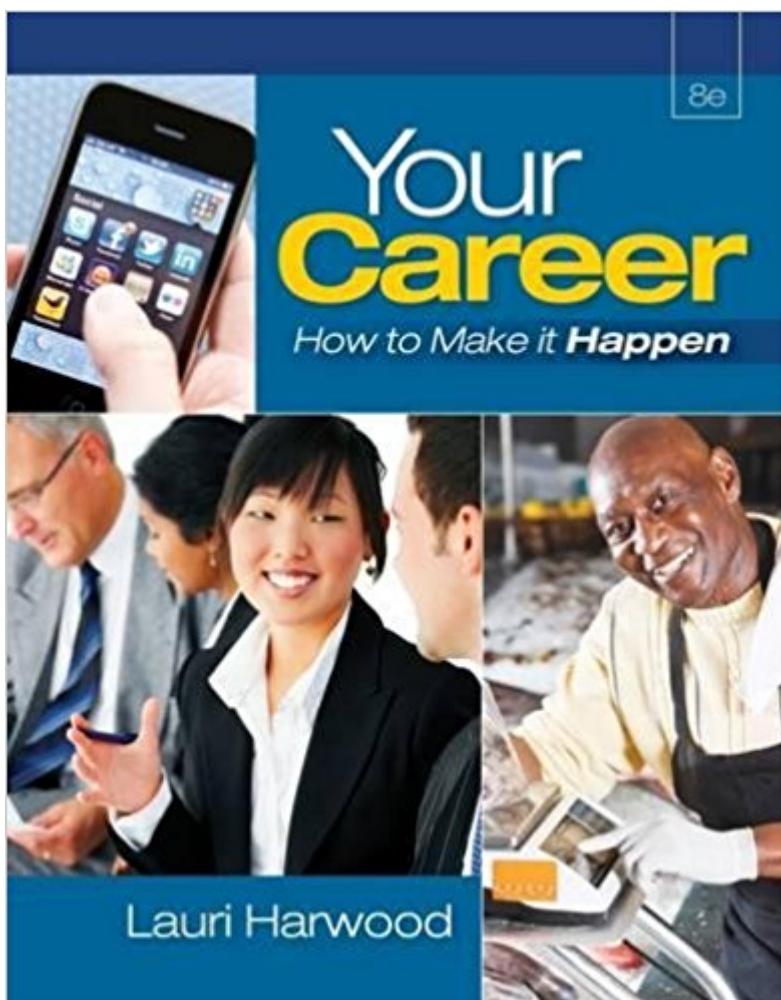


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# Your Career: How To Make It Happen (with Career Transitions Printed Access Card)



## **Synopsis**

Packed with innovative resources you can use now and throughout your career, best-selling **YOUR CAREER: HOW TO MAKE IT HAPPEN**, 8e helps you move from "job seeker" to "job finder" with its comprehensive step-by-step guide to finding and keeping a job. Both empowering and encouraging, the book effectively breaks the daunting prospect of marketing yourself to prospective employers into a manageable process. Clear instruction guides you through self-assessment, employer research, self-marketing, writing a market-driven resume, and interviewing. It equips you with the tools you need to gain a competitive advantage in the workplace, reach your career potential, and stand out in a crowd.

## **Book Information**

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Part I: STARTING YOUR CAREER. 1. The Job Search Process. 2. Know What Employers Expect. 3. Know Yourself to Market Yourself. Part II: SOURCES OF JOB INFORMATION. 4. Your Winning Network. 5. Research Careers and Find Job Leads. Part III: ESSENTIAL JOB SEARCH DOCUMENTS. 6. Resumes. 7. Job Applications and Cover Letters. Part IV: THE JOB INTERVIEW. 8. Interview Essentials. 9. Ask for--and Get--the Interview. 10. Interview Styles and Questions. 11. Interview Like a Pro. Part V: GOING FORWARD. 12. Following Up and Negotiating Offers. 13. Handling Rejection. 14. Take Charge of Your Career.

Lauri Harwood is a widely respected consultant and trainer. Her extensive experience includes 15 years of developing corporate training for Procter & Gamble. She is an instructor at Miami University

in Cincinnati, Ohio. As the owner of Vandalay Group, Inc., she serves as a writer, instructional designer, and program/project manager. Her degrees include a bachelor of arts in English literature (University of Cincinnati) and a Master of Technical and Scientific Communication (Miami University).

Great book. It will help you to get ready for your job interviews if you have no experience. It will also help you to improve your resume and build a good cover letter. Career development is the best class I have taken so far and this book is very helpful. I would recommend this book to anyone who wants to improve his/her chance to be hired in a good company.

Exactly what I needed

This book is extremely valuable for employment and strategies to obtain work. This book will prepare you for the work place; regardless of degree. This is a valuable source of information. You are your best asset! Sell your BEST to the employer. I received book at a fair price and in a new condition.

It was a decent book. It has all of the information regarding resumes and cover letters you would expect. However, it is slightly dated.

Definitely a college textbook and workbook rolled into one. Although that being said, it has very good up to date information. Job hunting, resume, cover letter, psychology of the interviewer, etc. Want to update yourself for the new style of job hunting? This book provides sound building blocks.

Purchase it but don't need it any more. Have to return and need to pay return shipping. Overall, it's a good purchase.

Book was in great shape. Access code was included.

Was just as expected for a used school book. Thanks!

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