

The Counseling Sourcebook

A Practical Reference on Contemporary Issues

This book is for everyone interested in counseling, whether practitioners, students, “consumers,” or general readers. We have attempted to bring to the professional and lay reader alike compilation of practical counseling approaches written specifically for *The Counseling Sourcebook* by experienced counselors and recognized experts about topics that are both contemporary and timeless.

In Search of Excellence

Lessons from America’s Best-Run Companies

What is the secret to successful business management? Why does one corporation do extraordinarily well, while another, similar company wallows in mediocrity? Does the key lie in the use of sophisticated equipment, state-of-the-art technology, or meticulous, long-range planning and strategy? What can we learn from our own best-managed companies, in these times when we seem transfixed with Japanese success? Thomas Peters and Robert Waterman, Jr. of McKinsey & Co., a management consulting firm, launched a study of management techniques in an attempt to answer some of these questions, and *In Search of Excellence: Lessons from America’s Best-Run Companies* provides some surprisingly simple, straightforward answers.

Don’t Take the Last Donut

New Rules of Business Etiquette

Don’t Take the Last Donut gives you the tools you need to be confident and letter-perfect in any business setting—from pitch to presentation, from networking to contract negotiations, and everything in between. With this book, you will easily master the art of small talk, the protocol of the perfect business introduction, and the many nuances of the business nuances. You’ll never feel awkward in a business setting again!

The Career Guide for Creative and Unconventional People

For anyone who’s ever been told, “Don’t quit your day job,” career counselor and independent thinker Carol Eikleberry is here to say, “Pursue your dreams!” her *Career Guide for Creative and Unconventional People* helps you figure out how to use your unconventional and hard-to-categorize talents to make money and support creative expression while doing the work you love.

201 Best Questions to Ask on Your Interview

To really shine in your job interview and get that dream job, the questions you ask must be at least as memorable as the answers you give. Today it’s the questions you ask that set you apart from the dozens – even hundreds – of qualified candidate competing for your job. Make your questions demonstrate that you are a superstar, a world-class candidate who will add significant value to the job from Day One. *201 Best Questions to Ask on Your Interview* arms you with the questions and techniques you need to nail this most crucial part of the interview process

Graduate School Companion

How to Apply to, Pay for, and Succeed in Master's and Doctoral Programs

The decision to pursue a master's degree or a PhD is life-changing, and involves a process that is intellectually demanding, financially challenging, and sometimes emotionally taxing. If you're currently in grad school or you're thinking about pursuing an advanced degree, then the Graduate School Companion provides the practical advice and support you need.

Knock'em Dead Cover Letters 8th Edition

Great letter techniques and samples for every step of your job search

A new job is just a cover letter away. For more than ten years, Martin Yate has shown you how to write cover letters that will move your resume to the top of the pile. Now, in this updated edition, he shows you how to stand out from the crowd in today's competitive job market.

Millions of people are entering the job market. This book is essential to help you get hired!

Top 300 Careers

Your Complete Guidebook to Major Jobs in Every Field

The right job can make an enormous difference in your career success and satisfaction. Whether you're exploring career or education options, looking for a job, or advancing in your career, you'll find useful information and guidance in this one time-saving book.

Top 100 Careers for College Graduates

Your Complete Guidebook to Major Jobs in Many Fields

Make the most of a college degree! This book describes many growing jobs in many different fields, including some careers that you may not have considered. Explore your options, look for a job, or advance in your career with the help of this one time saving resource.

Top 100 Computer and Technical Careers

Your complete Guidebook to Major Jobs in Many Fields at All Training Levels

Are you good with computers and technology? Do you enjoy technical work? This book describes top computer and technical jobs – including some that you may not have considered. Whether you're exploring career or education options, looking for a job, or advancing in your career, you'll find useful information in this one time-saving book.

Competency-Based Resumes

How To Bring Your Resume To The Top Of The Pile

Competency-Based Resumes offers you a new and effective way to create resumes that emphasizes the knowledge, skills, and abilities that you have and employers need. Many sophisticated U.S. and international organizations are using competency-based systems to recruit, interview, select, and promote. Corporations such as American Express, IBM, Sears, and MetLife are all looking for specific competencies. *Competency-Based Resumes* will move your resume to the top of the pile, giving you the edge you need in any job market, no matter how competitive.

Federal Resume Guidebook

Strategies for Writing a Winning Federal Electronic Resume, KSAs, and Essays

Almost all federal agencies now require you to use online resume builders to submit your resume. This book shows you how to:

- Use online resume builders, including USAJOBS, QuickHire, Avue Central, and Resumix
- Maximize the effectiveness and readability of your online resume
- Determine which keywords to use
- Write KSAs, ECQs, Essays, and Short Answers
- Get the federal job you want

Business Etiquette

101 Ways to Conduct Business with Charm & Savvy

A practical business survival guide for executives, managers, salespeople, customer service teams – anyone involved in day-to-day business operations. *Business Etiquette* will help you survive and thrive in today's competitive business world.

Perfect Phrases for Negotiating Salary & Job Offers

Hundreds of Ready-to-Use Phrases to Help You Get the Best Possible Salary, Perks, or Promotion

Whether you're negotiating with a potential employer, or asking for a promotion at your current job, it's important to speak up for what you want. *Perfect Phrases for Negotiating Salary & Job Offers* uses real-life, contemporary situations and examples to show you what to say – and how to say it- when you're face to face with your boss, interviewers, or human resources director.

Perfect Phrases for Cover Letters

Hundreds of Ready-to-Use Phrases for Writing Cover Letters that Get Noticed

It's crucial to make a memorable impression before a potential employer even looks at your resume, which is why your career success can begin or end with your cover letter. But how do you convey, in a few sentences, your professionalism, intelligence, communication skills, and personal goals?

You only have once chance to make a first impression. Make it count – with a clear, concise, and confident cover letter that will guarantee you an interview ...and get you the job you want.

Courting Your Career

Match Yourself with the Perfect Job

Use what you know about dating to find a great job.

- Find a career that your type
- Play the field of job options
- Swap digits with potential employers
- Write resumes and cover letters that turn heads
- Overcome “first-date” interview jitters
- Find the employer that's your “Mr. or Mrs. Right.”

This Book is a job seeker's soul mate! With the tools and strategies in *Courting Your Career*; finding a great job can be fun!

The Everything Guide to Government Jobs

A complete handbook to hundreds of lucrative opportunities across the nation

The government is hiring! There are thousands of government jobs out there – Uncle Sam hires an average of 300,000 new employees each year! But if you're interested in a government job, you'll need more than a resume. From the application process, to applicant testing, to special training, this invisible guide helps you navigate the complex world of government employment. Complete with overviews of the requirements and application process for each job, *The Everything Guide to Government Jobs* gives you the secrets of tapping into this lucrative job market!

Job Search handbook for People with Disabilities

In this book, you begin with steps you should take before you apply for even one job: discovering your skills and interests, building your confidence and assertiveness, and researching your career goals. With that solid foundation in place, you can move on to other phases of the job search.

Mastering Career Skills – Organization Skills

Follow the Fast Track to Career Success

Today, simply knowing how to do your job is not enough to make it to the top. You must also possess the skills needed to successfully navigate fast-paced and competitive business environments. The Mastering Careers Skills series provides clear, concise guidance designed to help you quickly grasp the fundamentals of the most important career skills areas. Combining case studies, exercises, and resources with clear advice and jargon-free explanations, these handy references can help you hone your professional performance to start achieving your career goals.

Perfect Phrases for Resumes

Hundreds of Ready-to-Use Phrases for Writing the Perfect Resume

No matter what kind of job you're looking for, perfect phrases in a clear and concise resume will define your goals, emphasize your skills, and highlight your accomplishments for potential employers. This step-by-step guide provides hundreds of ready-to-use phrases, tips, and techniques that have been proven to get results. It's filled with career-making advice on successful networking, e-mail correspondence, cover letters, interviews, and salary negotiations. Most importantly, it will put your resume on the top of the stack and put you ahead of the pack in today's competitive job market.

Graduate Admissions Essays

Write Your Way Into The Graduate School Of Your Choice

This is the essential resource for anyone thinking about graduate or professional school. The newly revised and thoroughly updated third edition has the latest tactics for online admissions, links to hot websites, and recommendations for further support. Graduate Admissions Essays offers a wealth of information found nowhere else.

The Guide to Basic Cover Letter Writing

While you may spend days perfecting your resume, remember it's the letter that gets read first, and it has the potential to put you either over the top or in the discard pile. Don't sell yourself short with a hurried, generic letter that makes your resume do the brunt of the work of impressing your future employer. Follow the advice in the PLA's revised Guide to Basic Cover Letter Writing to devise a document that skillfully complements your resume and, in the space of 8 1/2 x 11 inches, establishes you as a must-see interviewee.

Research And Information Management

Follow the Fast Track to Career Success

Today, simply knowing how to do your job is not enough to make it to the top. You must also possess the skills needed to successfully navigate fast-paced and competitive business environments. For entry-level assistants and corporate chairpersons alike, solid career skills are crucial to top-quality workplace performance. From your first day on the job, it is up to you to find the fast track up the corporate ladder and avoid being stranded at the bottom. Having the right skills can make upward mobility possible. The Mastering Career Skills series provides clear; concise guidance designed to help you quickly grasp the fundamentals of the most important career skills areas. Combining case studies, exercises, and resources with clear advice and jargon-free explanations, these handy references can help you hone your professional performance to start achieving your career goals.

The Student's Career Guide

10 Steps To Find And Win Top Government Jobs And Internships

This guide is your answer to getting a job in government. Don't get stuck waiting tables after graduation – the U.S. Federal government employs 2.6 million people. Thousands of Federal jobs and paid internships are available now, but you won't find them in Help Wanted sections or on websites like Monster.com.

Best Entry-Level Jobs, 2008 Edition

Paying Your Dues without Losing Your Mind

Best Entry-Level Jobs, 2008 Edition reveals where the best first job opportunities in the country are, and what you need to do to get them. In this thoroughly revised and updated edition, you'll find profiles of Adobe, Hyatt, Pepsi, and many other hot companies – some already well-established, others up-and coming. We have added 14 new company profiles to this edition and even feature sections on networking, resume and cover letter writing, and interviewing.

Occupational Outlook Handbook 2008-2009

Every two years, the U.S. Department of Labor updates this book with the most accurate and current details on all majors jobs. Packed with 270 job descriptions, the OOH includes essential facts earnings, training and education, job growth and much more. This edition has significant changes, including the most current economic projections, many format improvements for readability, and helpful new tables and sections.

Military To Civilian Resumes and Letters

How to Best Communicate Your Strengths to Employers

Transitioning to the civilian work world is filled with challenges. It's especially difficult for those who lack a powerful one –or two-page resume crystallizing what they want to do next with their life. Why should someone what to invite you to a job interview and possibly hire you? Can you tell a prospective employer what it is you

have done, can do, and do for them in the future? What evidence can you present so an employer can best predict your future productivity in a civilian job? More specifically, can you translate your military experience into the language of civilian employers? Can you write powerful resumes and letters that grab the attention of employers who, in turn, will want to immediately call you for a job interview? Here's the book that provides important answers to these and many other questions facing job seekers with military experience.

Mastering Career Skills – Communication Skills

Follow the Fast Track to Career Success

Recent studies show that today's employees spend much of their time communicating. Whether you're coordinating deadlines with a coworker across the hall or closing a deal with colleagues on another continent, getting the message across can mean getting the job done right. *Communication Skills* focuses on critical speaking, writing, listening, and teamwork skills essential to any business.

Mastering Career Skills – Professional Ethics and Etiquette

Follow the Fast Track to Career Success

With one corporate scandal after another filling the headlines, ethical and appropriate workplace conduct is more essential to success than ever before. Workers are characterized not only by their abilities but by their personal interactions and their trustworthiness. *Professional Ethics and Etiquette* examines different personality types; discuss how to cultivate traits such as good business manners, courteousness, and mutual respect; and provides insight into building productive professional relationships.

Over 40 Job Search Guide

10 Strategies For Making Your Age An Advantage In Your Career

Overcoming Negative Stereo and Age Discrimination, Conducting an "Ageless" Job Search and Revitalizing Your Career are some of the subjects that will be discussed in this book.

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