

# The Everything Get-a-Job Book



Whether you're a first-time job hunter or an experienced job hopper, The Everything Get-a-Job Book, 2nd Edition is your indispensable guide to the ever-changing job market. This easy-to-use resource takes you through the necessary steps to find a job you'll love. Look inside for up-to-date information on: Writing powerful, effective resumes and cover letters; Online job search strategies; Returning to work after an extended absence; Negotiating the best possible salary, bonus, and benefits package; With practical advice on networking, creating a polished resume, setting goals, and handling stressful interview questions, The Everything Get-a-Job Book, 2nd Edition will help you stand out from the crowd and land the perfect job!

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