



Job Interviews That Mean Business: Third Edition

David R. Eyler

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Job Interviews That Mean Business: Third Edition David R. Eyler
The practical advice you need to secure the position you want

From sending a cover letter to accepting an offer, **Job Interviews That Mean Business** helps you meet and conquer today's job-hunting challenges. Whether you're seeking an entry-level position or changing fields mid-career, this newly revised book (Third Edition) has the most up-to-date information on every step of the process.

Learn how to:

Use the Internet and other sources to find job postings and research companies

Prepare and present yourself for the interview

Control the entire interview cycle so it is a presentation of your assets

Follow up effectively

Negotiate best salary and terms of employment

Includes up-to-date information on:

Using the Internet and other new technology

Job applicants with special needs: older workers, recent graduates, mid-level career changes

Also included:

Practical interview advice: how to control the interview, deal with difficult questions, address past experiences and more

Case histories illustrating specific situations

Sample cover letters



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