



# Job Interviews That Mean Business: Third Edition

*David R. Eyler*

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# Job Interviews That Mean Business: Third Edition

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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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