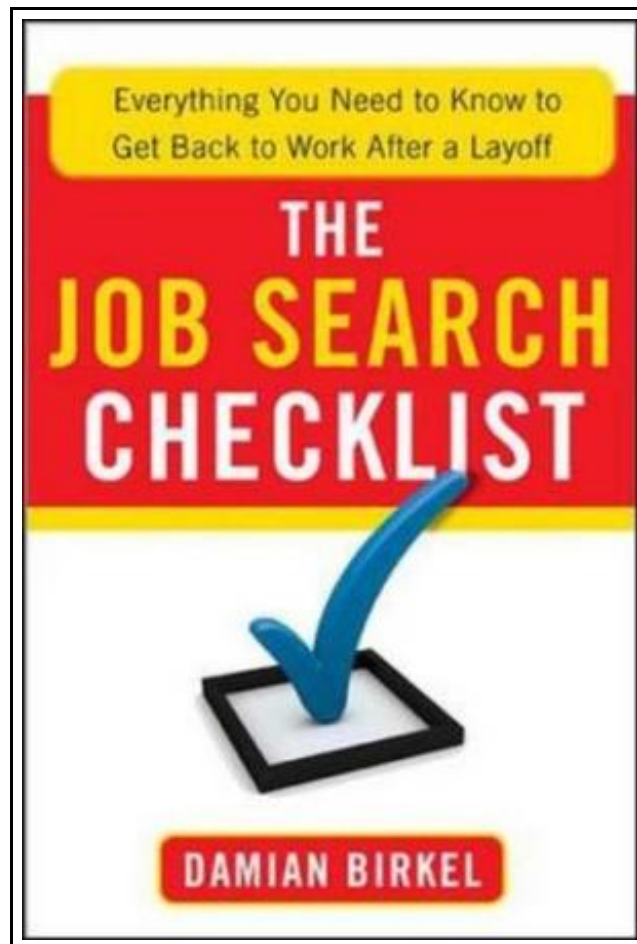


The Job Search Checklist: Everything You Need to Know to Get Back to Work After a Layoff



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THE JOB SEARCH CHECKLIST: EVERYTHING YOU NEED TO KNOW TO GET BACK TO WORK AFTER A LAYOFF



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Amacom. Paperback. Book Condition: new. BRAND NEW, The Job Search Checklist: Everything You Need to Know to Get Back to Work After a Layoff, Damian Birkel, Losing your job can be a crushing setback, but the key is to remember the expression: "When one door closes, another one opens." With the proven tips and tactics featured in The Job Search Checklist, you'll learn how to turn your loss into opportunity and find another job fast. This indispensable guide covers everything from dealing with the emotional impact of being laid off to rebuilding your professional identity. You'll get solid advice on: developing a career plan by taking stock of your experience, abilities, and goals; crafting an effective resume and building Internet-friendly documents; creating a "personal marketing plan" to promote yourself to potential employers; and finding the hidden job market through in-person and online networking. Downloadable templates, sample cover letters, a range of effective resume formats, and even job search correspondence will help you customize your efforts. Helpful checklists throughout the book will get you on the right track and keep you there. You'll also discover valuable strategies for interviewing and negotiating effectively, plus tips on hitting the ground running once you start that new - and better-job.



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