



How to Turn an Interview Into a Job: Completely Revised and Updated

By Jeffrey G. Allen J. D. C. P. C.

Touchstone. Paperback. Book Condition: New. Paperback. 128 pages. Dimensions: 8.4in. x 5.5in. x 0.4in.A completely revised and updated edition of the bestselling, classic how-to on mastering the art of the interview Getting and winning the interview is the key to being hired. Everything else -- research, resumes, e-mails, phone calls -- is all backup for that crucial meeting. In How to Turn an Interview into a Job, Americas leading interview authority, Jeffrey Allen, presents proven advice on the A to Zs of successful interviewing. Incorporating current etiquette and the new work ethic, Allen covers every step of the process, including: Making the initial phone calls Scheduling appointments Selecting an interview wardrobe How to have the toughest interviewer extend an offer The follow-up letter Maximum salary negotiation This new edition for the twenty-first century is also packed with ways to maximize current technology such as fax machines, voicemail, e-mail, and the Internet. For every kind of job seeker, How to Turn an Interview into a Job remains the simplest, most practical, and most streetwise guide to the fastest hire. This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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