



# The Ultimate Job Hunter's Guidebook

*Susan Greene, Melanie C.L. Martel*

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Offering concise coverage of essential job-hunting and career strategies, this flexible, how-to book can supplement any business course or serve as the foundation for a career development class. The sixth edition continues to focus on real-world applications through experiential exercises and hands-on activities designed for individual or group use. New material in this edition describes the latest online job and career development online sites and how to use them best. New chapter-ending Success Stories focus on individuals who've used their initiative to transition from one career to another. The authors employ a casual, student-friendly tone.

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## About This Edition

### New Features

- A completely reorganized table of contents more accurately reflects the steps from thinking about what sort of job you want and are suited to, through searching for positions, to applying for a job, to evaluating job offers, to negotiating terms, to what to do once the job begins.
- A completely new chapter, "Social Networking and Your Online Reputation," covers business and social networks (LinkedIn, Facebook, Twitter, etc.) and how these can be used to gather information, get expert advice, and find available openings. This chapter also has important advice for managing your image online.
- Chapter Six, "Building a Portfolio or Personal Website," describes in detail and provides exercises for how to create a personal website containing background information and examples of your work.

### Additional Features

- Each chapter opens with "What Do You Know," questions to activate users' prior knowledge about the material covered in the chapter and to make them aware of what they do not that will be answered in the following chapter. A Chapter Focus section clearly spells out the six to ten major concepts that will be covered in the chapter.
- Success Stories at the close of each chapter feature real-world examples of individuals who've made the transition from one career to another. Subjects are varied in their fields and experiences, and include examples from a stay-at-home mother turned artist, to a volunteer turned employee, to an unsatisfied employee reinvented.
- Experiential exercises and hands-on activities contribute to the user-friendly character of the text. Topics for discussion and review include identifying personality strengths, testing résumé skills, and completing job applications.
- Numerous strong, integrated technology resources include Online Teaching and Online Study Centers with career links, job search strategies, sample documents, and templates.

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