

Operator's Manual

“Tune Up” on Paper

- ✓ Your Resume is Your Personal Business Card
- ✓ Your Written Passport to the Work World
- ✓ Resume Writing Tips
- ✓ Common Resume Blunders
- ✓ Cover Letter Suggestions

Start Your Engines

- ✓ Finding Your First Job
- ✓ Ten Steps to Better Interviews
- ✓ How to Prepare for a Job Interview
- ✓ Rounding the Curve: The Crucial Steps
- ✓ Prior to Your Interview
- ✓ Proper Interview Attire/Appearance

Preventive Maintenance

- ✓ Making a Good Impression
- ✓ Keeping a Lid on Interview Anxiety
- ✓ Impress Screening Managers
- ✓ Ace Your Next Interview
- ✓ Telephone Interview Tips

Caution: Career in Progress

- ✓ Common Interview Mistakes
- ✓ Twelve Reasons for Rejection
- ✓ Ten Reasons for Refusing a Counteroffer

“Detailing” for Mint Condition

- ✓ Questions to Rehearse
- ✓ 25 Popular Behavior-based Questions
- ✓ What the Employer Will Ask
- ✓ Situational Questions

Avoid Road Hazards

- ✓ Tips to Answer Questions: Avoid Chuckholes & Speed Bumps
- ✓ “E” Test (Strive for “Excellence”)
- ✓ How to Ask Questions to Employers
- ✓ Questions to Ask Employers
- ✓ What You Can Ask

Accelerate to the Finish Line.....

- ✓ Win the Interview – Win the Job
- ✓ Get the Job by Asking for It
- ✓ Negotiating in Interviews
- ✓ Ask for the Job
- ✓ Pre-employment Physical Examinations
- ✓ Suggested Letter of Resignation