



Your First Job: The Recent Grad s Indispensable Guide to Getting a Job

By Dan Quillen, W Daniel Quillen

Cold Spring Press, United States, 2015. Paperback. Book Condition: New. 249 x 175 mm. Language: English . Brand New Book. Step-by-step approach to finding that first job out of high school, college or grad school in today s New Economy. Your First Job is written by Dan Quillen, who has 25 years of experience as a Hiring Manager and is the author of three job search books by Cold Spring Press (Get a Job; The Perfect Resume ; and The Perfect Interview). Chapters include: how to plan for the end of high school, college or grad school with that first job in mind; how to not get discouraged along the way; figuring out goals and objectives; how to plan the job search, including where to apply; how to best use social media; how to prepare a resume; how to write cover letters; how to conduct interviews; how to follow-up after the interview; what to do when you land the job; what s expected at a new job and how to act at work on the first day/first month/etc. Features checklists, resume samples, cover letter samples (including how not to write a resume or cover letter) and more!.

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