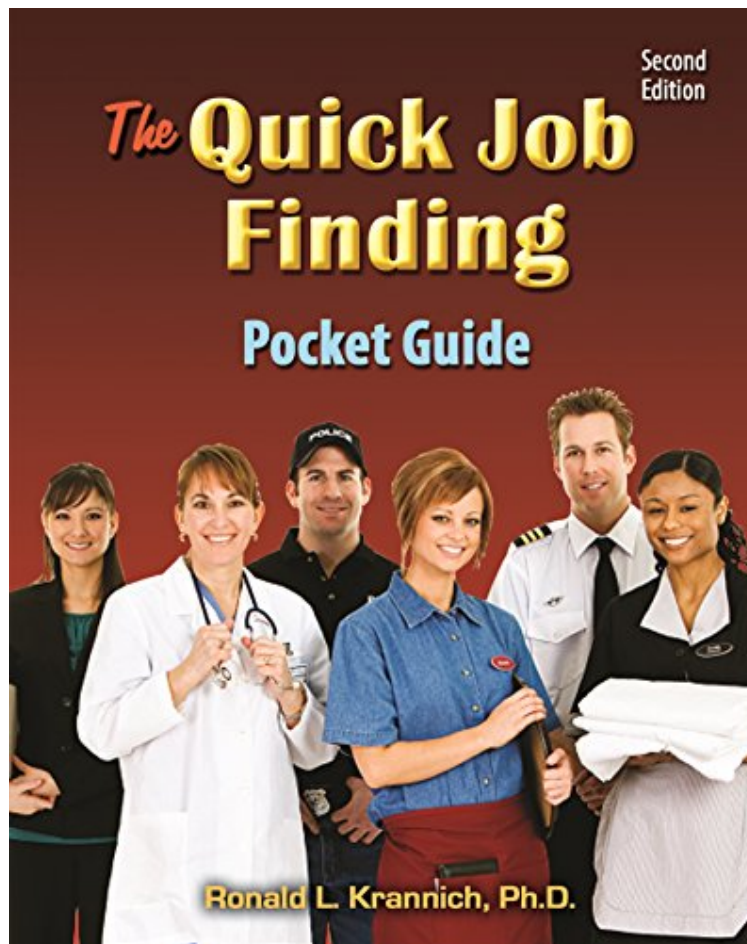


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## The Quick Job Finding Pocket Guide: 10 Basic Steps to Landing, Keeping, and Changing Jobs

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Designed for anyone seeking employment -- from hopeful new graduates to the unemployed -- this handy pocket guide includes essential job hunting information to help users quickly check attitudes, assess skills, develop an objective, complete applications, write resumes, network, conduct job interviews, and negotiate salary. Includes special sections on documenting work, handling red flags, finding a federal job, attending job fairs, surviving on the

job, and starting a business. Jam-packed with engaging checklists, tips, examples, and exercises.