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#1089653 in eBooks 2016-04-01 2016-04-01File Name: B01F6LC2BC | File size: 54.Mb

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before purchasing it in order to gage whether or not it would be worth my time, and all praised Yoursquo;re Hired! Job Hunting Online: The Complete Guide:

The internet is transforming the way in which the world of work operates, and those who understand how to make the most of the online environment are best equipped to progress their careers. For those who find the world of social

media and online career sites baffling, there's a risk of being left behind. This book explains how to use technology to your best advantage, giving you the tools to improve your digital footprint and maximise your chance of getting recruited online. Using real life examples, the step-by-step process includes: Who to trust online Getting to grips with LinkedIn, Facebook, Twitter and Google+ Effective online communication Making an impact Finding vacancies and other opportunities How to embrace technology in recruitment practice With this easy-to-read advice you will be able to embrace how the internet is changing the world of careers, by having the skills to make the most of the career progression opportunities technology has to offer. The 'You're Hired!' series from Trotman guides job hunters through the challenging process of finding and securing their perfect role. Each book is written by an expert in their field and is filled with tips, advice and useful exercises to help prepare for every stage of the job search.

About the Author Dr Tristram Hooley is Professor of Career Education at the University of Derby, UK. He has written extensively on career development and technology for a wide range of audiences and advises governments on career development policy and practice. Jim Bright is Professor of Career Education and Development in the School of Education at the Australian Catholic University (ACU) based in Sydney. He has written and co-written 11 other career development books and is the managing partner of Bright and Associates Career Solutions. David Winter has been a career coach at The Careers group, University of London for over 10 years, coaching professionals, undergraduates, postgraduates and college staff.