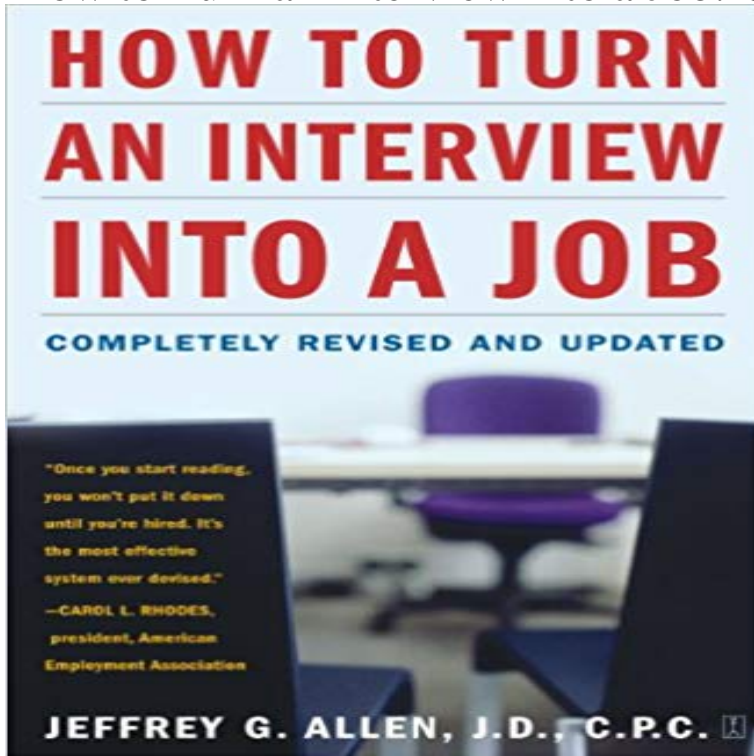


# How to Turn an Interview into a Job: Completely Revised and Updated



A completely revised and updated edition of the bestselling, classic how-to on mastering the art of the interview. Getting and winning the interview is the key to being hired. Everything else -- research, resumes, e-mails, phone calls -- is all backup for that crucial meeting. In *How to Turn an Interview into a Job*, America's leading interview authority, Jeffrey Allen, presents proven advice on the A to Zs of successful interviewing. Incorporating current etiquette and the new work ethic, Allen covers every step of the process, including: Making the initial phone calls. Scheduling appointments. Selecting an interview wardrobe. How to have the toughest interviewer extend an offer. The follow-up letter. Maximum salary negotiation. This new edition for the twenty-first century is also packed with ways to maximize current technology such as fax machines, voicemail, e-mail, and the Internet. For every kind of job seeker, *How to Turn an Interview into a Job* remains the simplest, most practical, and most streetwise guide to the fastest hire.

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