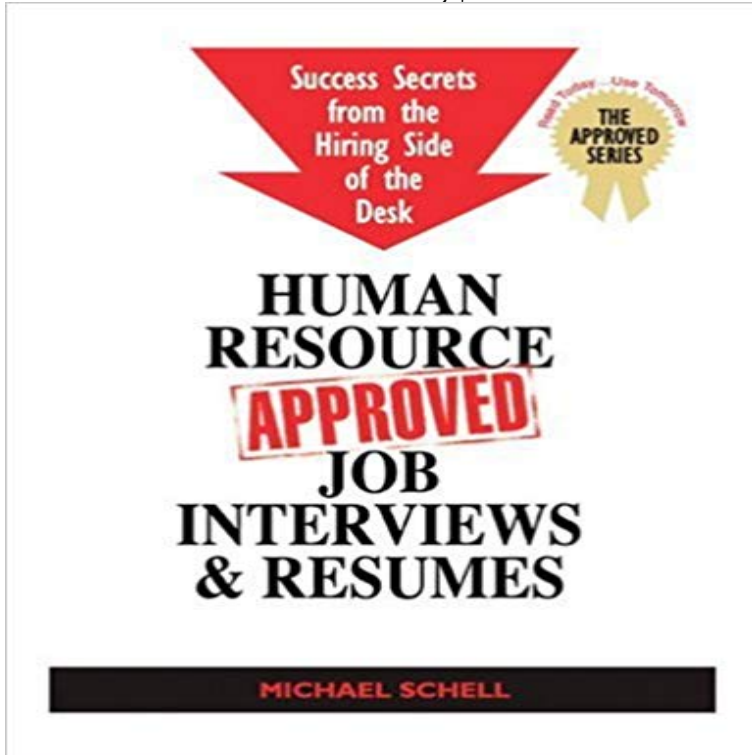


# Human Resource Approved Job Interviews & Resumes: Successful Secrets from the Hiring Side of the Desk



Human Resource Approved Job Interviews & Resumes is an easy-to-read, easy-to-use book that guides a job hunter through the entire hiring process: The job search Preparation The cover letter The resume The interview Follow-up to the interview Like the rest of the Approved Series, Human Resource Approved Job Interviews & Resumes is research based. It features interviews with 65 human resource professionals and hiring managers from various industries. Their commentary on the various strategies and approaches in the book allow you to use them with confidence. If you've ever wondered what human resource professionals really think of your cover letter and resume, then read this book and you'll see what works best. When you get called in for a job interview, learn how to make the best first impression possible, and discover what works for follow-ups. Covering all the bases for winning the job, this book also includes a Bonus Section (what NOT to do): How to annoy the HR experts guaranteed Read today use tomorrow.

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