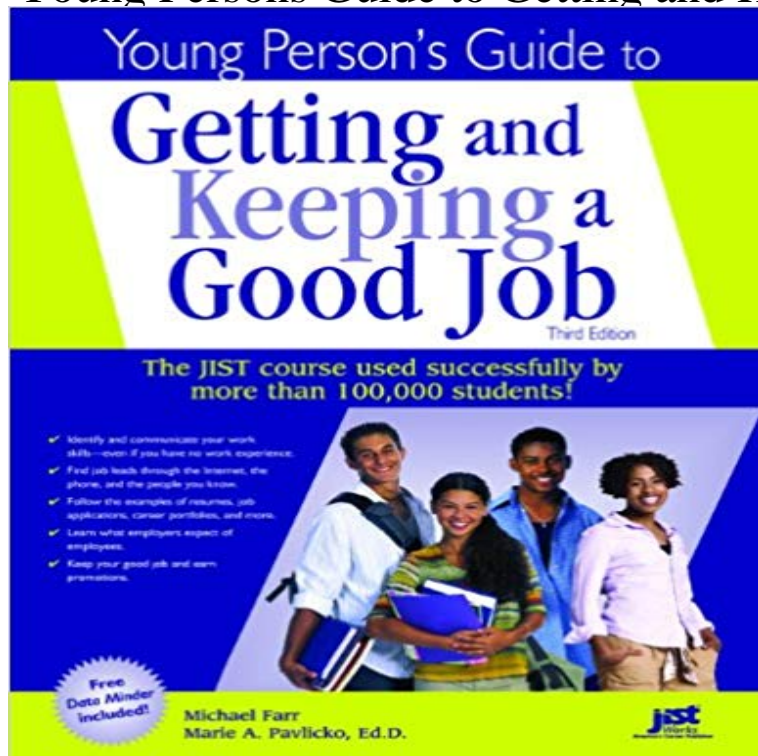


Young Persons Guide to Getting and Keeping a Good Job



Whether young people are seeking a part-time job, internship, summer job, or their first full-time job, this workbook can teach them how to approach their job search on the right foot and make the most of their employment experience. This outstanding, best-selling workbook gives students a full understanding of how to identify their skills, document their experiences and prepare a resume, excel in job interviews, survive on the job, and much more. This third edition includes updated career information and more content dedicated to job retention. SCANS skills have been incorporated as well as unique topics covering entrepreneurship and computer-based applications. Information is also included on digital portfolios and using the Internet in the job search. Central to the book's effectiveness is Michael Farr's philosophy of self-directed attitudes and behaviors. Students will gain an understanding of the entire process while building confidence in their ability to market themselves to employers.

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