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## Arco 10 Minute Guide to Job Interviews (10 Minute Guides)

*Dana Morgan*

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#2409349 in Books 1998-02Original language:English 8.75 x 5.50 x .50l, #File Name: 0028621360152 pages | File size: 75.Mb

**Dana Morgan : Arco 10 Minute Guide to Job Interviews (10 Minute Guides)** before purchasing it in order to gage whether or not it would be worth my time, and all praised Arco 10 Minute Guide to Job Interviews (10 Minute Guides):

22 of 23 people found the following review helpful. Good quick book for real-time useBy A CustomerI found myself suddenly interviewing for a job (and eventually taking it) based on a headhunter's referral. I picked this book up, and found some quick tips regarding not only interviewing (which was less important to me) but also salary negotiation,

protocol, etc. In a pinch, this 10-minute guide was quite valuable. I even passed it on immediately to a friend in the same position. 19 of 22 people found the following review helpful. highly recommendable  
By Martin  
This book is informative, useful and convenient because it mentions all the important tips and tricks for a job seeker. It is easy and quick to read. It also explains you how and guides you through to prepare for an interview as well as how to behave during the interview to get the job offered to you. It is a must-to-read book, in my opinion.  
1 of 37 people found the following review helpful. Help  
By A Customer  
My names Dany Mota his from Romania .I want help for job. My english now is not very good but I understant everything and talk little because that came here six months ago. I think that if we working with people American I teach easy english. For me this time is it very important . Thanks regards  
Dany

The latest entry in this popular series! Just what every harried job hunter needs, a hassle-free step-by-step guide to the all-important employment interview. Presented in a highly accessible, visual, and fun-to-read format, this 10 Minute Guide is packed with tips and strategies for every type of interview. Features include: 8 Qualities Managers Are Looking For 14 Rules of Thumb for the Job Interview 10 Common Interviewing Hazards 7 Keys to Interview Questions. Dana Morgan is a career consultant based in Columbia, Maryland. She is a co-author of "ARCO's Federal Jobs: The Ultimate Guide."