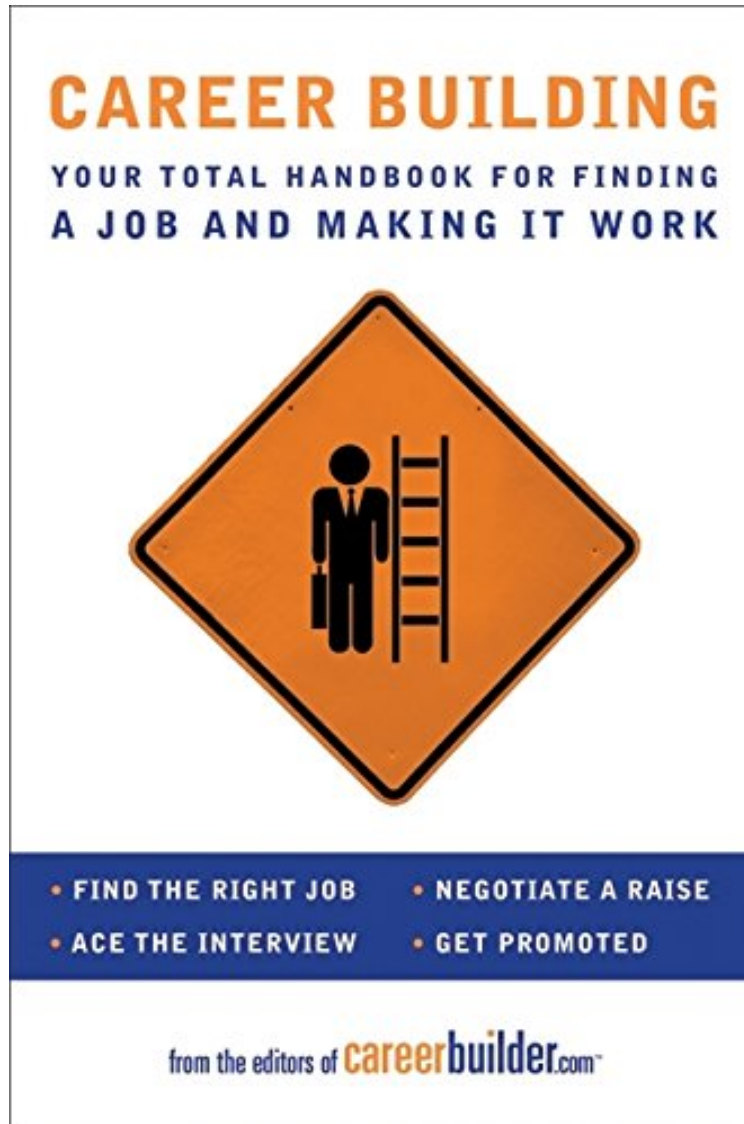


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# Career Building: Your Total Handbook for Finding a Job and Making It Work

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**Editors of CareerBuilder.com : Career Building: Your Total Handbook for Finding a Job and Making It Work** before purchasing it in order to gage whether or not it would be worth my time, and all praised Career Building: Your Total Handbook for Finding a Job and Making It Work:

3 of 3 people found the following review helpful. Skim the first section, but the Part 2 is solidBy Kevin DumcumI

generally do not waste time reviewing job search books that have not been written, or at least updated, since 2009. The practice of job searching is so much more difficult now than it was even five years ago. To be successful today, you have to put much more thought and intentionality into your job search than you might have had to before the Recession. Career Building, published by the editors of CareerBuilder.com, mines its vast database of employers and job seekers to come up with job search tips, up to 2008. Indeed, Section One, "Finding the 'One'", dealing with how to find jobs, feels a bit superficial given the current realities of the job market. The book really adds value, though, in Section Two, "Tough Love At Work - Workplace Fundamentals," and Section Three, "When Your Job Isn't Working Out." Section Two, "Workplace Fundamentals," spends almost 100 pages giving fundamental, common-sense, excellent advice about how to keep the job once you get it: show up on time, get along with your colleagues, don't abuse email, leave company property at work, etc. Section Three deals with how to know when it is time to leave your job, how to professionally exit when it is time, and how to tell the warning signs that things are about to go bad. I see signs that many current employees, who have held onto their jobs through the bad economic times, will begin to seek other employment opportunities, and the advice in this section is particularly relevant. I do recommend the book, especially if you have been unemployed for a period of time. Skim through Section One, but pay particular attention to Sections Two and Three. 4 of 5 people found the following review helpful. Better help that I was getting elsewhere... By Aaron H. This book was extremely helpful in resume writing. I learned many things I wasn't being taught by the Career Services department here at the university and I also learned a few don'ts that I was being taught to DO by Career Services. Overall, this is a very helpful career building resource. The future chapters about asking for promotions, quitting with integrity, and finding a new job should be quite helpful to me in the future making this book worth every penny. 0 of 1 people found the following review helpful. Thanks By Anon5t but no thanks.

Your one-stop guide to finding a job, navigating the corporate ladder, and leaving when the time is right Did you know that: 60% of hiring managers will offer a higher salary if asked? 14% of workers have used happy hour to get ahead? 66% of businesses monitor Internet use? 77% of workers feel burnout on the job? From the experts at CareerBuilder.com, America's largest online job site, comes a complete handbook for career domination. Whether it's answering the questions the interviewers are really asking, making the most of your performance reviews, or quitting with great references and without burning bridges, Career Building explains it all. This book offers everything from job hunting basics to hiring manager secrets, office survival advice to career change suggestions, workplace statistics to sample resignation letters, and more. Whether you're looking for your first job or your fortieth, or you're just eager to move up the ranks at your current company, this is the one and only guide you need to create the career you've always wanted.

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