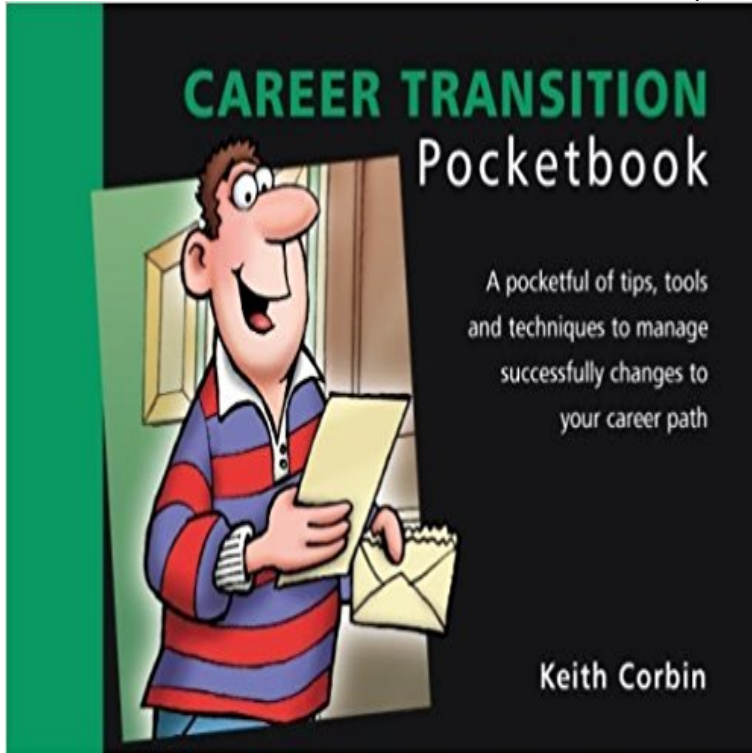


The Career Transition Pocketbook (Management Pocketbooks)



A practical, easy-to-use guide for job changers and job seekers, this pocketbook begins by encouraging readers to address some fundamental questions: where am I now, where do I want to be, what skills will I require and how do I go about making the necessary changes? Moving up the career ladder is all about self-marketing, understanding what skills and experience you have to offer and then identifying and targeting suitable employers. From preparing a CV to networking and completing application forms, this pocketbook explains how to reach that all-important interview stage. Then, of course, there is the interview itself. The author explains the different types of interview and interviewer and takes readers through the interview process. He concludes with advice on negotiating the best offer and what to consider before starting the new job and on arrival. The Pocketbook Series comprises more than 60 titles in areas of training, personal development, management, customer care, sales and marketing and finance.

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