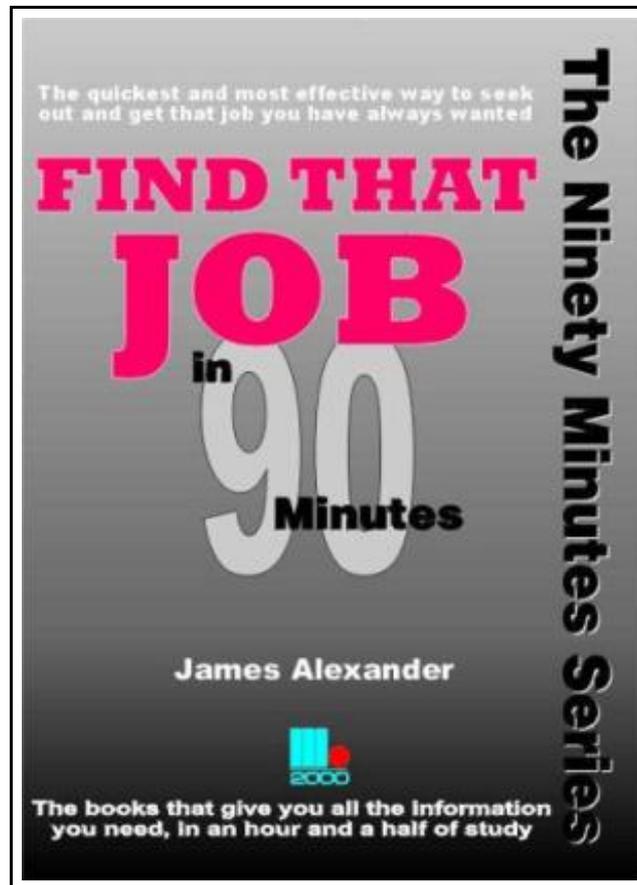


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Management Books 2000 Ltd, 2000. Paperback. Book Condition: new. BRAND NEW, Find That Job in Ninety Minutes: The Quickest and Most Effective Way to Seek Out and Get That Job You Have Always Wanted, James Alexander, This is another in the 'in Ninety Minutes' series, which offers the reader a comprehensive but easily readable and easily digestible text covering a specific topic in an hour and a half of study. The book is an extremely practical one which leads the reader through a linked series of checklists which cover virtually every bit of research needed to find suitable jobs, apply for them, get good interviews and be offered a job. It is not suggested that a new job can be secured after only an hour and a half, but the reader will be inspired to set out on a clear and directed route to making all the correct moves, in the correct direction, having studied the book. The series of nearly thirty checklists ranges from trying to sort out what kind of person the reader is and what would be a really sensible job-seeking route to take, to eventual performance essentials when an interview has been suggested. The other lists cover such matters as: where to look for jobs and advertisements; checking out possible employers; writing letters and filling in forms; using CVs, personal profiles and references; creating an employment history file to make applications easier; preparing for, attending and succeeding at interviews; keeping positive and focused, keen and effective.

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