

In this book, you will learn everything that you need to know about getting a job. In the 21st century, getting a job isn't as easy as it used to be. Qualifications and hiring processes have become increasingly difficult. When it comes to job hunting, there are a few things you should know. I begin by discussing how to build your resume. I explain what employers are looking for when hiring for various jobs. Some job categories that I include range from serving, customer service, sales, marketing, to IT and corporate jobs, etc. After learning how to build your resume, you will learn how to follow up with the person hiring you. In some jobs, the person hiring you is interested in how you follow up with them. I explain why this is, and how to do it effectively. Lastly, I teach you how to excel during your interviews. Using the same job categories as in the previous section, I discuss some common questions that employers ask during interviews, and what answers they are looking for. Also, I will help you learn how to prepare yourself for the interview, and how to research the company that you are applying to. If you apply the knowledge that I provide, your chances of getting employed will increase significantly.

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