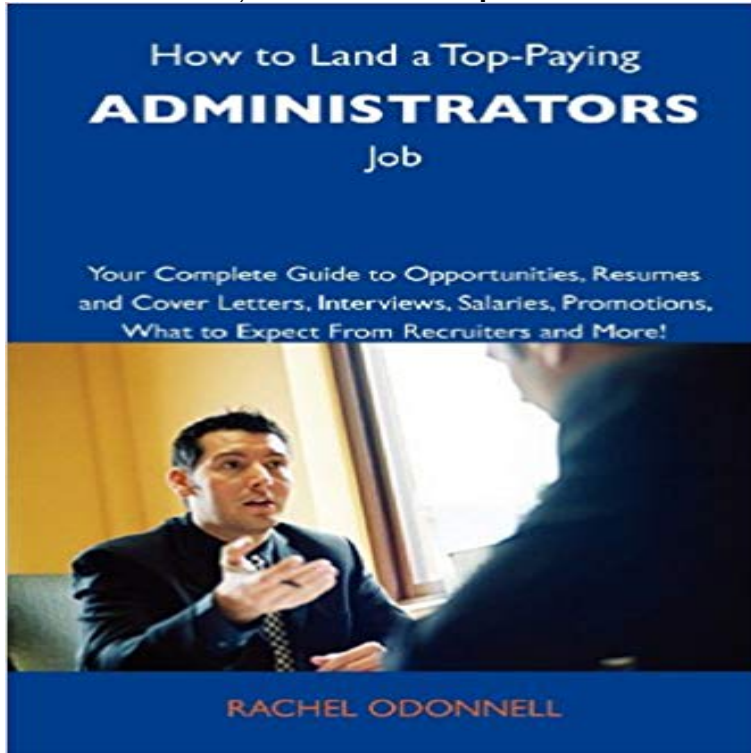


How to Land a Top-Paying Administrators Job: Your Complete Guide to Opportunities, Resumes and Cover Letters, Interviews, Salaries, Promotions, What to Expect From Recruiters and More



For the first time, a book exists that compiles all the information candidates need to apply for their first Administrators job, or to apply for a better job. What you'll find especially helpful are the worksheets. It is so much easier to write about a work experience using these outlines. It ensures that the narrative will follow a logical structure and reminds you not to leave out the most important points. With this book, you'll be able to revise your application into a much stronger document, be much better prepared and a step ahead for the next opportunity. The book comes filled with useful cheat sheets. It helps you get your career organized in a tidy, presentable fashion. It also will inspire you to produce some attention-grabbing cover letters that convey your skills persuasively and attractively in your application packets. After studying it, too, you'll be prepared for interviews, or you will be after you conducted the practice sessions where someone sits and asks you potential questions. It makes you think on your feet! This book makes a world of difference in helping you stay away from vague and long-winded answers and you will be finally able to connect with prospective employers, including the one that will actually hire you. This book successfully challenges conventional job search wisdom and doesn't load you with useful but obvious suggestions (don't forget to wear a nice suit to your interview, for example). Instead, it deliberately challenges conventional job search wisdom, and in so doing, offers radical but inspired suggestions for success. Think that companies approach hiring with common sense, logic, and good business acumen and consistency? Think that the most qualified candidate gets the job?

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