

CAREER SKILLS:

Using Your Cover Letter To Turn Weaknesses Into Strengths. A cover letter can give the prospective employer insight into who you are as a person, as well as why you want to work for their company. Review ways to turn what may look like weaknesses on your resume into strengths at:

<http://www.employmentdigest.net/2008/06/using-your-cover-letter-to-turn-weaknesses-into-strengths> .

How to Field an Interview Curveball. Investment banks, biotech firms, media companies and start-ups are throwing out strange and offbeat job interview questions as they consider which MBA or project manager to hire. As job candidates become more polished, interviewers want to chip some holes in their prepared facade and see what's underneath. Work, just like any place, is filled with surprises. Employers want to see that you're not going to shut down or freak out. Review interview advice at: <http://www.washingtonpost.com/wp-dyn/content/article/2008/07/12/AR2008071200641.html> .

Interview Tips for Introverts. Up to 50% of the population is thought to be Introverts. Introverts need time to process information before formulating an answer, have difficulty responding quickly, and may have trouble recalling a word or idea. Review seven steps to help you manage your introversion effectively in the interview process at: <http://www.executiveagent.com/career/ecs.html> .

Resume Power Words. These words are really resume "buzz" words - popular words that add value to the marketability and appeal of the resume itself. They're commonly called "power words" because they invoke a positive feeling in the reader. They are used to describe the action you took at work or help you to powerfully describe what you accomplished. Review a list of resume power words at: <http://www.money-zine.com/Career-Development/Resume-Writing/Resume-Power-Words> ,

Interview Questions from Left Field. Seemingly unrelated or impossible-to-answer questions aimed at throwing candidates for a loop seems to have turned from an uncommon interview tactic into something much more mainstream. Asking seemingly-impossible questions can offer a wealth of information for the companies interviewing, as well as a great opportunity for candidates to showcase their abilities to think creatively and on the spot. Companies want to know whether you have the ability to deal with ambiguity, to assess and be innovative, and to think creatively and on the spot. Read more at: <http://sg.biz.yahoo.com/080623/68/4hac9.html> .

Interview Dining Etiquette. No matter where an interview takes place, it is still an interview. Review etiquette guidelines to help get you through your next dinner interview at: <http://career-advice.monster.com/interview-preparation/Interview-Dining-Etiquette/home.aspx> .

What Not to Put On Your Resume. A resume is in writing and you don't get to "explain," so be conservative. Focus on what you're good at. Avoid anything that will elicit a possibly negative reaction from the hirer. When you're asked about your strengths and weaknesses, it's also to find out how much you know about yourself. Review suggested responses regarding your "weaknesses" at: <http://gradschool.about.com/od/curriculumvita/a/resnot.htm> .

Learn How Hiring Managers Think. Hiring managers look for any reason to reject applications, including typos and grammatical errors. They usually hire the zero-risk applicant who has proved he will solve their problems, not potentially create new ones. To be effective, your application — your personal marketing document — must instantly knock out hiring managers with concise, interesting, error-free descriptions of your relevant credentials. Review suggestions to improve your application material at: <http://www.federaltimes.com/index.php?S=3301816> .

Eleven Commandments for Smart Negotiating. When the economy is weak many candidates wrongly feel that they have to accept what's offered or risk losing the offer. Whatever the economic climate, what matters is how you negotiate. Review principles that will allow you to effectively negotiate the terms of your new job in good times and in bad at: <http://www.cfo.com/article.cfm/3009720> .

Writing Successful Cover Letters. If you've got only one chance to grab that recruiter's attention, then you need to learn to be skilled at writing successful cover letters. As job candidates we need to help them to quickly identify why we're a qualified candidate. Review Elements of a successful cover letter at: <http://www.money-zine.com/Career-Development/Resume-Writing/Writing-Successful-Cover-Letters> .

Top 10 Interview Mistakes. When hiring managers were asked to name the most common and damaging interview mistakes a candidate can make, 51 percent listed dressing inappropriately, 49 percent cited badmouthing a former boss as the worst offense, 48 percent said appearing disinterested, arrogance - 44 percent, insufficient answers - 30 percent, and not asking good questions - 29 percent. Read more at: <http://www.cnn.com/2008/LIVING/worklife/05/12/cb.interview.misakes/index.html> .

Salary Negotiations Know-How. Always let the employer state what the salary range is, don't offer what you want. Never reveal a previous salary. It's after the employer has screened candidates and decided you're the one for the job, that you have the most power. Review guidelines to secure a bigger paycheck at: http://azcentral.gannettonline.com/careerbuilder/career_resources04/newarticles/contributors/salarynegotiation2.html .

How to be a Winning Job Candidate. Next to running for office, a job search is a cake walk. Remember, the great ones take losing in stride and come back to run and win another day. Review some lessons from the campaign trail you can carry over to your own candidacy at: <http://www.careerbuilder.com/JobSeeker/careerbytes/CBArticle.aspx?articleID=717> .

Some Tips on Landing a Job Amid an Economic Slowdown. Personality stands out as the most important factor when considering candidates for a position. Words are only about 7 percent of the message you send. The rest of an employer's first impression comes from the way you act, the knowledge you have of the company and your personality. Read more at: <http://media.www.ecollegeimes.com/media/storage/paper991/news/2008/04/17/News/Some-Tips.On.Landing.A.Job.Amid.An.Economic.Slowdown-3329743.shtml> .

Assess Company Culture to Find the Best Fit. It's up to you to determine whether a particular employer is aligned with your core values and beliefs. The job interview is your best opportunity to assess the work environment and organizational norms. Review things to be cognizant of during your interview experience at: <http://career-advice.monster.com/at-the-interview/Assess-Company-Culture-to-Find-the-home.aspx> .

How to Get a Job that's Way Beyond Your Experience. People who write job descriptions actually have little clue about what they really want in a candidate. The requirements are usually insanely optimistic so most people applying will either be way out of the price range for the job, or not quite meeting the qualifications for the job. Review tricks to reaching for a job way above you at: <http://blog.penelopetrunk.com/2008/04/14/5-ways-to-get-a-job-way-above-your-experience> .

Job Searchers Face a New Reality. Those who are willing to work a little outside their comfort zone in a different function or industry or geographic region will open up more doors for themselves. Use your network to get an in, and then you must demonstrate the value you can bring to the group. Keep the job search in perspective and realize that downturns are cyclical and never permanent. Read more at: http://www.businessweek.com/bschools/content/apr2008/bs2008043_261534.htm?campaign_id=rss_daily .

Leave this Info Out of your Interview. TMIs will tell you any and every piece of personal information. If you say something that inadvertently touched the interviewer's hot buttons, you've automatically characterized yourself as a bad fit. You always want to leave them wanting just a little bit more of you. Employers are looking to hire people who generate goodwill for the company and who make a good first impression on those they meet. Review a list of what personal information is safe, borderline, and absolutely forbidden from your interview at: <http://www.cnn.com/2008/LIVING/worklife/04/14/cb.leave.out.interview/index.html> .

How To Get A Job By Graduation. A job search plan can be an excellent tool for understanding where you are in assessing and pursuing your true career interests. But don't defeat the purpose of devising a plan by getting so bogged down in the details of it that you forget to implement your plan. Review seven ways to get the right job fast at: <http://www.black-collegian.com/career/getajob2002-2nd.shtml> .

New City, New Job: How to Conduct a Long-Distance Job Search. Making a geographic move to enhance your career should not be a hassle if you do some planning before you move. Review strategies and tips to

consider when mounting a long-distance job search at: http://www.quintcareers.com/long-distance_job-search.html .

Networking: The Core Of Your Career. The quantity and quality of your networking time is directly related to the personal, professional, and financial satisfaction you'll have in your next job. Most new jobs are secured through people who were least expected to be of help. It's a smart career move to always be networking, no matter what's going on for you professionally. Networking is a great investment in your future. Review steps to follow in the networking process at: <http://www.jobbankusa.com/CareerArticles/Networking/ca81306a.html> .

How to Network: 12 Tips for Shy People. Networking - the key to success in business - helps you find jobs, recruit talent, win new customers and discover investors who'll support your ideas. Review some common-sense advice for increasing your networking mojo at: <http://www.cio.com/article/print/164300> .

The Second Interview. Since a major reason for a second interview is to see how you'll fit in with the team, pay special attention to your communication and interpersonal skills. Be prepared to be asked at least some of the same questions that you were asked during your first interview, and don't look or sound bored or impatient when responding. Read more at: http://www.biospace.com/news_story.aspx?NewsEntityId=84097 .

Job Offer Too Low? Use These Key Salary Negotiation Techniques to Write a Counter Proposal Letter. Even if the job offer is acceptable, most career experts agree that you should take the time to clear your head and consider the offer. Make sure to thank the interviewer for the offer and express your interest in the job and the company, but ask for some time to consider all the details. Review the negotiation strategies you should apply and a suggested counter proposal letter at: http://www.quintcareers.com/salary_counter_proposal.html .

Interview Prep 101. Many employers choose to hire people who present themselves well in an interview over people with equal -- or even better -- credentials. There are three essential areas that you should focus on to have a successful job interview: yourself, the industry and the employer. Read more at: <http://www.cnn.com/2006/US/Careers/02/06/cb.interview.tips/index.html> .

Top 10 Interview Do's and Don'ts for 2008 Job Seekers. Ron Axelrod, Senior VP, Business Development and Recruiting at software testing firm RTTS, says: "In my role, I sit across the table from candidates, reviewing their resume to see if they meet our standards, and asking the tough questions while listening intently for answers that let me know whether or not they've done their research and if they'll be a good fit for our organization." Review what potential employers expect during the interview process at: http://www.biospace.com/news_story.aspx?NewsEntityId=84433 .

What's Negotiable in a Job Offer. Everything is negotiable, but the company will be limited on some things, depending on budget, policies, fair compensation guidelines and restrictions on benefits. Know what you require in salary and benefits, what you want and the priority of these desires. Read more at: <http://www.poynter.org/column.asp?id=84&aid=135467> .

Will Your Resume Stand Out in a Crowd? QUIZ. This quiz is based on hiring surveys, employer interviews, and experience in helping candidates create eye catching resumés that landed jobs. To see if your resumé would be picked out of the competition, take the quiz at: <http://www.robinryan.com/resumeQuiz.htm> .

Phone Interview Etiquette Can Propel You to the Next Step in the Hiring Process. During a phone interview, interviewers can check out whether you are as good as you sound on paper, if you are articulate and if you'd be a good person to have join the firm. Most importantly, a phone interview serves as a way to narrow down the pool to finalists and semifinalists. Review techniques and skills you can develop that will maximize your phone interview's impact on the hiring staff at: http://www.quintcareers.com/phone_interview_etiquette.html .

Internships: Windows of Opportunity. Recent surveys have shown that employers offer full time employment to more than half of their interns. In addition, almost half of the employers surveyed admitted that they offer higher salaries to applicants who have participated in co-op programs or internships. An internship will give you the chance to work closely with professionals in your field of choice. This means that you can develop your network establishing new contacts, mentors, and references. Read more at: <http://businessmajors.about.com/od/internships/a/internwin.htm> .

Getting a Résumé Right. Make sure you present a concise, clear record of problem-solving, and the strong character that's needed for such a critical calling. The résumé should be well-edited, focusing on key accomplishments that might catch the eye of the company leader — potentially your next boss. Review tips from executive recruiters about how finance executives can catch their eye, and then win them over at: <http://www.cfo.com/article.cfm/9966805?f> .

What to Do After the Interview to Increase Your Chance of Getting the Job. There's a lot to be done after the interview that can make or break your chances of receiving an offer. Just because the interview is over, don't miss the chance to make that list, final, lasting impression. Review after-interview tips at: http://www.associatedcontent.com/article/132872/what_to_do_after_the_interview_to_increase.html .

How to Network When You Hate to Network. If you think that hard work alone will move you up the company ladder, think again. It's relationships – the ones you have with your colleagues (present and past), clients and more – that will get you there. The only way to get better at networking is to do it. Start building the relationships that can make a huge difference in your career. Review suggestions on how to resolve some common networking stumbling blocks at: http://www.elizabethfreedman.com/articles/index.php?article_id=46 .

Why Should I Hire You? This is a killer question because so many candidates are unprepared for it. If you know the employer's greatest needs and desires, you will give him better reasons for hiring you than anyone else is likely to... reasons tied directly to his needs. Walk through each of the position's requirements as you understand them, and follow each with a reason why you meet that requirement so well. Review 64 interview answers you need to know at: <http://www.crackinterview.info/q7.html> .

How to Write a Cover Letter. This is your first, and sometimes your only opportunity to grab an employer's attention and let them know why your resume is worth reading. Design your opening to get the reader to sit up and pay attention to what you can do. Your tone should be upbeat, professional and informative. The employer wants to know what you can do for them, so sell yourself and your skills in a positive way. Keep that in mind as you write and proofread each paragraph. Read more tips at: <http://www.employmentdigest.net/2008/01/how-to-write-a-cover-letter> .

A Season for Discreet Schmoozing. A bit of schmoozing could serve as an entree into an unexpected enterprise at year-end or soon thereafter. In fact, some employers try to close in on new hires at year-end to begin the next year with a strong start. That means candidates should step up -- not tone down -- their networking in the relaxed holiday atmosphere. Read more at: <http://www.washingtonpost.com/wp-dyn/content/article/2007/11/24/AR2007112400519.html> .

Holiday Job Searching Tips. The holiday season offers some rare career opportunities that are not available the rest of the year. You can take advantage of the opportunities that every one else misses by following the suggestions at: <http://www.worktree.com/newsletter/holiday-job-searching-tips.html> .

After The Holidays (And Other Bad Job Search Advice). Some companies, organizations and governments need to hire prior to the end of the year. They may have incentives, requisitions and interviews that need to be done. Think about this. Do you realize that external recruiters or headhunters are salespeople? What do sales people like to have happen to ensure that they have a good year? They want to make sales. They want to close business. They want to make bonus and commission. They would like to place people. Holidays can be a highly stressful, emotional time if you are in search, but don't give in to emotion - focus. Be productive with your time and your attitude. Read more at: <http://carolinanewswire.com/news/News.cgi?database=columns.db&command=viewone&id=64> .

"I Blew It": Biggest Interview Errors. Candidates could well consider the main goal of a first interview to be getting to a second interview. Review interview pitfalls, both glaring and subtle, all of which can trip up interviewees, and suggested ways to avoid some of the biggest pitfalls at: <http://www.cfo.com/article.cfm/10019627?f> .

Getting a Resume Right. Top recruiters — either finance specialists or those most familiar with finance at their firms - agree that there are six areas where job-seekers must pay special attention when submitting a resume to recruiters. Review their suggestions at: <http://www.cfo.com/article.cfm/9966805?f>.

Third Rails for Resume Writing. Recruiters were eager to follow up their resume suggestions with warnings. Some of the faux pas they cite reflect pet peeves, while others target errors of a caliber that could end an otherwise promising job search very quickly, and perhaps painfully. Some of these views are fairly subjective, but candidates should dismiss them at their peril. Review six traps that recruiters warn will make them toss a finance executive's resume at: <http://www.cfo.com/article.cfm/9968418?f>.

Keeping the Momentum at the Interview. While you may approach the end of a long interview feeling as if there's nothing left to say, by keeping a few smart questions in your back pocket, you can regain momentum and impress hiring managers one last time. Job seekers will subject themselves to all manner of experiences and stresses for a job they really want, but most never think to clearly and plainly state their interest in the position while in the interview room. Read more at: http://www.washingtonpost.com/wp-dyn/content/article/2007/07/28/AR2007072800530_pf.html.

The Dynamic Cover Letters Formula for Job-Search Success. It is critical that each cover letter be unique and specific to you and to the employer - not one that any applicant could have written to any employer. Focus on the things that make you different from all the other job-seekers and identify benefits you can offer the employer. Read more at: http://www.quintcareers.com/cover_letters.html.

How to Find a Contact Name Inside a Target Company. It's not so easy to pin down a name for a person who could actually read your resume or pass it on to the hiring manager. Review ten tips to get you going at: <http://ezinearticles.com/?For-Job-Hunters:-How-to-Find-a-Contact-Name-Inside-a-Target-Company&id=101910>.

Thanks for the Interview, But... Phrase your letter so that it's not so much a rejection of the company, as it is a recognition on your part that there is a person out there who is better-suited to the job. Review how to take yourself out of the running for a job that you don't feel is right for you at: http://www.businessweek.com/print/careers/content/sep2007/ca2007096_945090.htm.

Acing the Informational Interview. As companies struggle to retain talent and career changers chart unfamiliar territory, "recareering" is often facilitated through a series of informational or exploratory interviews. Use this time as an opportunity to learn more about a career and whether or not it would be a good fit for your skills and abilities. While most informational interviews don't bear fruit right away, recruiters say they are a great way to learn the language of a new profession, ask tough questions about a company's benefits and drawbacks and, if nothing else, gain practice at telling your story and selling yourself. Exploratory interviews are also good business, helping recruiters to expand their networks and companies to create new positions. Read more at: http://www.businessweek.com/careers/content/jun2007/ca20070625_894949.htm.

5 Biggest Job-Applicant Mistakes. In a recent survey of recruiting experts by Diversity Inc, recruiters were asked what mistakes applicants made and how not to commit them. Read more at: <http://www.diversityinc.com/public/2230.cfm>.

First Impressions: Resume Tips. A résumé's primary purpose is to get you an interview. Even if your resume shows that you meet all the job-specific qualifications, you still may not be interviewed if your resume is uninspiring. Review tips for making your resume better at: http://www.ebstc.org/newsletter/0304/golden_article.htm.

Career Fair Success Strategies. You must distinguish yourself from hundreds of other job applicants. Many career fair veterans agree that beginning in the back of the room and working your way to the front is the way to go – you are seeing recruiters fresh, while people who started in the front may be starting to lose energy. Review strategies to help you stand out from the crowd at: http://www.quintcareers.com/career_fair_success_strategies.html.

How to Win a B-School Competition. As business-plan contests proliferate, the competition is getting stiffer. Careful planning and some key strategies can make the difference between picking up a winner's check and

being an also-ran. Review some tips to grab, and hold, the judges' attention at:

<http://newsletters.businessweek.com/c.asp?661805&d73a5f11762584c7&1> .

Recruiters' Top 10 Complaints. Little slipups are the types of things that recruiters say can make the difference between making the right impression or the wrong one during a job interview. One thing most recruiters agree on is that MBA students are coming to job interviews more prepared and polished than candidates in years past. They are coached by their career services offices, have studied meticulously the employers, and have boiled their work and academic career experiences down to a carefully crafted script. Review advice about navigating interviews and sidestepping common mistakes at:

http://www.businessweek.com/bschools/content/apr2007/bs20070425_562467.htm .

Top Five Tips to Writing a Winning Resume. Your resume can definitely have an impact on whether you are selected for an interview and in turn, if you get the job. Your resume must exude a positive aura about yourself.

Review tips at: <http://www.careerstrategy.org/resume/resume-tips.php> .

The Write Way to Interview. For jobseekers, drawing a blank on an interview question is an embarrassing nightmare where they can only watch in horror as their confidence and hopes of a job offer vanish along with the answer they can't recall. Review suggestions on how to prevent this gut-wrenching situation from spoiling an interview at: http://www.jobjournal.com/article_full_text.asp?artid=2049 .

Make Friends with Your Job Interviewer. Interviews aren't just about reciting all of the right answers you know the interviewer wants to hear. If you don't establish a connection with your interviewer, your chances of scoring that dream job diminish. Job interviewers can usually tell whether or not you are an ideal candidate for the job within the first minute. Find out how to build a relationship with an interviewer to maximize your chances as a candidate at:

http://www.lifescrpt.com/channels/healthy_living/Life_Tips/how_to_ace_a_job_interview_part_i.asp .

The Job-Search Domino Effect: Key Phases of Your Job Search. There are five key phases of any good job search, and if you ignore any one of them or do one poorly, then the likelihood of having a successful job search decreases dramatically. Remember, first impressions are key whether it be your cover letter, resume, or interview.

Read more at: <http://www.quintcareers.com/domino.html> .

Unwritten Resume Rules. Your resume should not contain one more word than needed to make your point. To get hired faster for the job you deserve, review the eight unwritten rules at:

http://www.jobdig.com/articles/669/Unwritten_Resume_Rules.html .

Top 10 Reasons Why You're Not Finding a Job. The vast majority of people going into an interviewing situation simply don't sell themselves very well. And worst of all, they don't come right out and ask for the job.

Review reasons why you might be having trouble with your job search at: http://jobs.aol.com/article/_a/top-10-reasons-why-youre-not-finding-a/20060424101909990005 .

Three Cover Letter Secrets Revealed. Review cover letter secrets to get you more interviews, while taking a lot of the guesswork out of your letter writing at: <http://www.qcinspect.com/article/covlet.htm> .

The 10-Step Plan to Career Change. Career change is a natural life progression; most studies show that the average job-seeker will change careers (not jobs) several times over the course of his or her lifetime. Review steps to help you achieve your goal at: http://www.quintcareers.com/career_change.html .

Why Do You Want to Work Here? You must do research before the interview and come up with two or three reasons why you want to work for the company. It would also be beneficial to think of at least two reasons this job is a good match for your skills, strengths, experience and background. Review responses to this question at:

<http://content.monster.com/articles/3479/17519/1/default.aspx> .

Cold Calling Your Way into the Executive Suite. Cold calling is more effective than just sending or emailing a resume because it allows you to create a personal relationship and have a specific contact person for follow up. You also obtain real time feedback on your candidate status and expand your network to include representatives at companies on your target employer list. There's an added bonus sweetening your candidacy for employers:

your unsolicited inquiry means no expensive recruitment fees. This may provide you with a competitive advantage over other applicants. Review tips to streamline your approach and make your cold calls more effective and easy to execute at: http://www.jobwhiz.com/cold_calling_your_way.php.

Dancing Around the Salary-Expectation Question. If you name an amount early in the process, it's going to be difficult to renegotiate later. Review suggested ways to avoid offering a solid figure at:

<http://www.marketwatch.com/news/story/how-dance-around-salary-expectation-question/story.aspx?guid=%7B3A2B59B2-946E-4EAD-BE5F-E176D8E56271%7D>.

Three Quick Job Search Tips. You can create your own momentum and move toward the position you want by starting each day with a victory of some sort, no matter how small. Ask and discover what's worked for other people, and then model your actions on theirs. Keep in regular touch with the companies you want to work for, because one in five of their employees will probably leave this year. Review tips that can help you find work, faster at: http://www.jobdig.com/articles/499/Three_Quick_Job_Search_Tips.html.

Is Your Cover Letter Killing Your Job Search? Busy employers have only a moment to glance at your cover letter, so make it count. Unlock your power to communicate effectively. Review the Seven Keys to a Successful Cover Letter at: http://www.careermatch.ca/index.php?option=com_content&task=view&id=51&Itemid=78.

Six Newer P's that Maximize Job Search Success. Job hunting has striking similarities to a marketing project. The product is the candidate. In order for a candidate to have the opportunity to sell their value to the targeted buyer/employer, the strategy driving the search has to be effective which means choosing the correct focus and developing the right approach. Review ways you can improve odds in your favor through savvy job hunting and best practices job search implementation skills at: http://www.jobwhiz.com/six_newer_ps.php.

Most Common Resume Lies. Almost 40% of human resources professionals surveyed last year reported they've increased the amount of time they spend checking references over the past three years. From foolish fibs to full-on fraud, lying on a résumé is one of the most common ways that people stretch the truth. Review common resume lies and employer reactions at: http://www.forbes.com/2006/05/20/resume-lies-work_cx_kdt_06work_0523lies.html.

How to Evaluate an Offer. Just like an interview, a job offer can tell you a great deal about a potential employer. Review what to look for in a job the offer at: http://www.salary.com/careers/layouthtmls/crel_display_nocat_Ser16_Par41.html.

Get on Track - Your Resume. To make a great impression, your resume should quickly highlight your specific business and professional experience, plus your career accomplishments, training and education. It should capture the interest of an employer in less than ten seconds. Your resume must be perfect as it will be scrutinized against hundreds, if not thousands, of other applicants. Read more at: <http://www.mbaauthority.com/cc/resume.html>.

13 Job Interview Mistakes To Avoid. Go into an interview with the feeling that you are going to impress them so much that they will have to make you an offer. A big part of a successful interview is avoiding simple mistakes. Review the most common interview mistakes - and their antidotes at: http://www.worktree.com/tb/IN_mistakes.cfm.

Think Before You Speak — or Write. A carefully considered reply to a job posting or an interview question can help ensure a successful job hunt. According to one recruiter, many job seekers jeopardize their chances of finding a new job because they're unwittingly giving employers the wrong impression. Read more at: http://www.businessweek.com/careers/content/feb2007/ca20070220_903297.htm.

Give Your Resume a Spring Cleaning. You have a very short window to gain the attention of a hiring manager, so your resume needs to be full of details that relate directly to your professional skills and experience. Review seven ways you can prepare your resume for a new season of job success at: <http://www.cnn.com/2006/US/Careers/05/19/cb.spring.clean.resume/index.html>.

A Dozen Things You Must Know About Communicating Your Career Brand. In career marketing, a brand can be defined as: A cohesive image that positions you as a trusted expert, attracts your ideal employer/client, and conveys the value of investing in your talents/services. Review 12 tips to guide you in creating and communicating a brand that will help employers choose you at: http://www.quintcareers.com/communicating_career_brand.html.

Ask the Right Questions. Job seekers' questions fall into one of three categories, and it's good to know the difference and the protocol for each. Review appropriate questions at: http://www.businessweek.com/careers/content/nov2006/ca20061103_768050.htm?campaign_id=null_Nov7&link_position.

Make Every Interview a Show and Tell. Every job interview is really a Bring Your Own Success Portfolio - BYOSP - event. Your portfolio provides objective evidence of your productivity. Employment pitches that feature concrete, eye-catching materials appeal to multiple senses. They are more vivid and memorable than oral pitches alone. Review types of materials that should go in your portfolio at: <http://www.washingtonpost.com/wp-dyn/content/article/2006/12/16/AR2006121600292.html>.

Online Applications Need a Personal Touch. To stand out in the crowd, take time to reflect, do some homework, and then write a cover letter that says why you are right for this job at this time. Review how to make the best of online applications at: http://www.washingtonpost.com/wp-dyn/content/article/2006/11/04/AR2006110400327_pf.html.

Is Your Body Betraying You In Job Interviews? When you walk into a job interview, the first impression is made in three to seven seconds. A strong cover letter and resume will get you an interview for that dream job, but you can easily kill your chances with weak body language. Presentation sets you apart from other applicants in a competitive situation. Remember, if you got the interview, the prospective employer thinks you can do the job. The interview is your opportunity to convince the employer that you're the best candidate. Review tips on job interviewing body language at: http://www.forbes.com/careers/2006/02/15/employment-careers-interviews-cx_sr_0216bizbasics.html.

It's Hunting Season — Job-Hunting, That Is. December is often an active hiring month. Smart job seekers realize that many of their competitors take the holidays off. They take advantage of that to compete for jobs against a smaller pool of candidates. Read more at: <http://www.jsonline.com/story/index.aspx?id=372069>.

A Recruiter Tells What Won't Impress. Brad Karsh has thrown away stacks of résumés with barely a glance. He has judged people in an instant, based on what they were wearing and the strength of their handshake. Read more at: <http://www.washingtonpost.com/wp-dyn/content/article/2006/03/25/AR2006032500373.html>.

Targeted Cover Letters. If you can't take the time to write a custom cover letter, the hiring manager or recruiter will not think that you are serious about the job. It is important to open your letter with an unexpected statement, not a cookie-cutter one. Just like your resume, your cover letter should draw the reader in and make him want to find out more about you. With each point you make about yourself, make sure to tie it back to the job description. Make it crystal clear that you possess all of the qualities listed as prerequisites in the job posting. Review tips that will help to compel the recruiter to read your resume at: <http://www.marketingsource.com/articles/view/2526>.

You Have Offers. Which One Do You Take? Having multiple job offers is a great problem to have. Perhaps the key to a decision lies in acquiring more information, Remember that hiring managers have really long memories. Review tips for negotiating multiple offers without losing your mind or your reputation at: <http://www.washingtonpost.com/wp-dyn/content/article/2006/10/28/AR2006102800329.html>.

Handwritten Thank You Notes After Interview Make Impact. E-mail thank you notes get "lost" in the hundreds of e-mails people receive. They are read and quickly deleted -- they never surface again. Handwritten notes are very rare. If you want to "stand out" -- get out a plain note card and write a few brief lines about how the interviewer, personally, helped you. See examples at: <http://www.thegladiator.info/articles/condon-thankyounotes.phtml>.

Presentation Matters: Ten Deadly Sins of Job Searchers. Opportunities to fail occur even before the first phone call is ever exchanged. It's hard to find great candidates. Don't eliminate yourself from the consideration. Review ten things that job seekers do that relegate their applications to the slush pile at: http://jobsearch.about.com/od/careerdevelopment/p/job_advice.htm.

How to Use Nonverbal Communication to Impress. The evaluation of your nonverbal communication will start as soon as you walk into the company's lobby and continue until the interview is finished. If your nonverbal communication skills aren't up to par, it won't matter how well you answer the questions. The image the interviewer has of you when he first meets you is the one that is going to last. What's important, when interviewing, is to appear professional and attentive throughout the interview process. Read more at: <http://jobsearch.about.com/od/interviewsnetworking/a/nonverbalcomm.htm>.

The Workplace: Wanted - A Human. Recruiters say resumes that get noticed not only need to be error-free, they also need to contain the right key words so the computer that is scanning their resume will forward it to a hiring manager to read. The key words could be particular job titles, academic credentials, skills or names of specific computer programs. Just loading up your résumé with buzzwords won't get you far. Search tools have become more sophisticated, so the frequency and location of the keywords is becoming increasingly important. Read more at: <http://www.iht.com/articles/2006/09/26/business/workcol27.php>.

Welcome. Take a Seat. The most effective interview questions are open-ended and based on the candidate's experiences. Review questions and the follow-up information they are seeking at: <http://www.inc.com/magazine/20060801/hiring-qa.html>.

Capable But Clueless. Experienced people can be just as prone to mistakes as their younger counterparts. Review some examples of how various individuals inadvertently sabotage their own candidacy at: http://www.jobjournal.com/article_full_text.asp?artid=1787.

Get Your Foot In The Door. Use outside-the-box methods to get a job with your dream company. Review some unconventional methods at: <http://www.startribune.com/1761/story/647331.html>.

10 Steps to Successful Networking. It is not enough just to attend networking gatherings, you need to know how to network. Review helpful tips for meeting or event networking at: http://www.cohnpr.com/Articles/10_stepNetworking.html.

Scannable Resume Fundamentals: How to Write Text Resumes. A resume summarizes your accomplishments, your education, and your work experience, and should reflect your strengths. When writing a text resume it is extremely important to use terms and familiar industry acronyms (jargon) that describe your skills and experience. Review content and format guidelines to writing a text resume at: http://www.quintcareers.com/scannable_resumes.html.

The Job Interview is a Two-Way Street. Many prospective employees will interview for positions without recognizing that the occasion offers a mutual opportunity to secure vital information. By posing intelligent questions during the screening process, applicants can make a much more informed determination of whether the job is right for them. Good employers hire people who want to know as much about them and the job as employers do about the candidates. They understand the necessity of open communication on both sides if a good hire is to be made. Review suggested questions that should allow you to learn more about the job, the organization and its management – vital information for evaluating a potential workplace at: http://www.jobjournal.com/article_full_text.asp?artid=1773.

Building Your Brand: Tactics for Successful Career Branding. Branding is essential to career advancement because branding helps define who you are, how you are great, and why you should be sought out. Branding is your reputation. Branding is about building a name for yourself, showcasing what sets you apart from others, and describing the added value you bring to a situation. Review five easy tactics for building and strengthening your career brand at: http://www.quintcareers.com/career_branding.html.

Getting Noticed - Resumes and Cover Letters that Catch Employers' Attention. In today's job market, your resume must stand out from the crowd. If you're lucky, your resume will receive a 30-second scan, which means it

must catch the reviewer's attention immediately. A resume stands out from the rest when it focuses on accomplishments rather than duties and responsibilities, and it uses action verbs to describe achievements and quantify accomplishments whenever possible. Review suggestions for resumes, cover letters and thank-you letters at: http://www.jobjournal.com/article_printer.asp?artid=1633.

How to Write Prospecting Cover Letters. What kind of cover letter can you write to a company that's not advertising any job openings? Review steps to writing and a sample prospecting letter at: <http://www.recruit2hire.com/howtoprospect.html>.

Tips on Traveling for an Interview. Traveling to meet with a potential employer is no vacation, but it doesn't have to pack on additional stress. Review helpful hints to make the road to the interview a little smoother at: <http://www.cnn.com/2006/TRAVEL/ADVISOR/07/11/interview.travel/index.html>.

What's a 'Weakness'? A Way to Show Strength. Even skewed answers can help reveal whether applicants possess key qualities such as self-awareness, humility, sincerity, zest, and skill in managing shortcomings and mistakes. Don't reveal key weaknesses that interviewers wouldn't otherwise notice. Many interviewers suggest counterbalancing a true but noncritical gap in your knowledge against your desirable traits. Review examples at: <http://www.washingtonpost.com/wp-dyn/content/article/2006/06/24/AR2006062400326.html>.

Five Months of Networking, Still No New Job. A career-services network for executives earning \$100,000 a year or more, reported in its latest annual survey of the senior-management job market that 70% of human-resources chiefs say they rely heavily on referrals and other networking contacts to find candidates for executive job openings, which are almost never advertised anywhere. ExecuNet president Mark Anderson recommends that everyone - not just people who are currently seeking a new job - spend at least one hour a week getting to know peers at other companies, going to work-related social events, or even meeting new people through volunteer work. Read more at: http://money.cnn.com/2006/05/16/news/economy/annie/fortune_annie0517/index.htm.

Developing "Key Words". What words and phrases would a recruiter use while searching for someone to fill your next job? Think of keywords as the jargon or "buzzwords" used by insiders in a profession or industry. Review how to develop a list of appropriate job-related keywords, and suggestions on how to add them creatively to your resume at: <http://www.job-hunt.org/resumekeywords.shtml>.

7 Strategies for Job-Seeking Grads. Today's economy, despite promises of 'recovery,' continues to challenge students and new professionals, making it even tougher to stand out, get noticed, and land a job after graduation. Review strategies to give your job-search a jump-start at: http://www.elizabethfreedman.com/articles/index.php?article_id=32.

Play The Reference Game Right. Whenever you're ready to submit a list of references for a job, first contact the people you want to list to bring them up to date on your career. Review suggestions to get your best possible reference at: <http://www.thegladiator.info/articles/mulqueen-reference.phtml>.

There's No Need to Pad Your Resume. Since resume fraud is on the rise, employers are taking much more care in verifying information, and it is becoming increasingly difficult to mislead them. The good news, however, is that lying isn't necessary if the resume is well-written and strategically organized. Read more at: <http://www.resume-resource.com/article27.html>.

How to Find Job Openings. Spend the majority of your time networking. It is generally accepted that networking is the most effective technique for finding work. Review some things you can do to shorten the time you spend looking for a job at: <http://www.bankrate.com/brm/news/dollardiva/20000210c.asp>.

Voice Messages: Keep them Short, Bright and to the Point. What you say when you leave a voice message could influence how others perceive your capabilities in the workplace. It's not just the content of your message that you need to work on; your delivery is just as important. Read more at: http://seattlepi.nwsourc.com/business/260113_message20.html.

Who's Reading Your Resume? Your resume needs to take into consideration the nuances of all potential readers - recruiters, screeners, decision makers - along with computer scanning software. Integrating the

requirements of all the readers will make the resume stronger. Review suggestions on how to appeal to resume reviewers at: <http://www.thegladiator.info/articles/matias-readingresume.phtml>.

Adapt to Each Interview. Be flexible. Listen for clues from the interviewer about specific needs of the company then adapt your responses accordingly. Give concrete examples showing ability to effectively handle the types of situations the interviewer describes. Read more at: http://www.jobjournal.com/article_full_text.asp?artid=1648.

Job-Offer Evaluation Checklist. You have to do a personal-needs assessment before you can judge whether an offer is right for you. Review a checklist of options to use as a guideline for evaluating a job offer and negotiating the best deal at: <http://content.salary.monster.com/articles/offereval>.

Always Get It In Writing. To see the entire picture, you need the offer letter. Review negotiation techniques at: http://www.businessweek.com/careers/content/feb2006/ca20060213_613105.htm.

Make-or-Break Interview Mistakes. HR people have limits on how supportive they can be. Their job is to evaluate applicants - and eliminate from consideration those the company just doesn't need. Review suggestions for avoiding five major "we're done" interview behaviors at: http://www.businessweek.com/careers/content/feb2006/ca20060206_300659.htm.

MBA Style Magazine Interview Questions. An interviewer develops an impression of you in the first few minutes of your meeting, and spends the rest of the interview confirming, not altering, their initial impression. Practice answering potential questions at: <http://members.aol.com/mbastyle/web/intervw1.html>.

Good Communications Skills Make a Strong Statement. Poor expression, diction and grammar are often cited among the major reasons for rejection in job interviews. Review suggestions for becoming a more adept communicator at: http://www.jobjournal.com/article_full_text.asp?artid=1600.

Catastrophic Job Hunting Flubs. Review tips from recruiters to help you avoid mistakes in your cover letter, resume, and interview at: <http://www.msnbc.msn.com/id/11043614>.

Hidden Job Market Secrets. Cold calling is more effective than just sending or emailing a resume because it allows you to create a personal relationship and have a specific contact person for follow up. Review tips to streamline your approach and make your cold calls more effective and easy to execute at: http://www.jobwhiz.com/cold_calling_your_way.php.

The 5 Smartest Interview Moves. Ever wonder why you don't get called back after that first interview? It could be something you DIDN'T do. Review the top five ways to win over your interviewer and get a leg up on the competition at: http://www.schaeffersresearch.com/personalfinance/careers/gettinghired/manager_secrets.aspx.

Powerful Tips - A Quick Reference Guide. If negotiating is a test, thorough preparation and practice are the real keys to success. Review ten pointers to jog your memory when negotiating (including: No offer is too high, Listen more than you talk, Never be bludgeoned into splitting the difference) at: http://www.batna.com/tips_v4.html.

Negotiating a Job Offer. This is an extremely important negotiation because it will affect one's livelihood and welfare for years to come. A misassumption at this point can have dramatic effects on one's personal and professional well-being. Review a preparation worksheet for an MBA student who is preparing for salary negotiations with potential employers at: http://www.leighthompson.com/books/MindandHeart_2e/appendix_4.htm.

Five Secrets to Getting Hired. Review the secrets to getting hired and about the interview from the employer's perspective at: <http://www.cnn.com/2005/US/Careers/10/21/getting.hired>.

Holiday Party Season is Prime Time to Network. The holiday party has become a key networking tool and an opportunity to gather intelligence about potential employers, hear about positions that haven't been advertised yet, or meet potential decision makers in a relaxed social setting. Recruiting specialists advise job hunters to attend events that reflect their interests, including charitable, religious, cultural, or social events. They also say to

enjoy the holiday cheer and try to nurture relationships - not "contacts." Review networking know-how suggestions at: http://bostonworks.boston.com/globe/articles/121502_party.html.

Contrary to Popular Belief, Holidays are an Important Time to Network. Take advantage of companies and networking groups holiday events because you can get to know people in a more casual environment. If you haven't spoken to someone in a while, send holiday greeting cards to reconnect. Read more at: <http://wistechology.com/article.php?id=1432>.

Proof of Performance: Career Portfolios an Emerging Trend for Both Active and Passive Job-Seekers. In a time when many employers are skeptical of the claims many job-seekers make, career portfolio can be just the tool to use to show rather than tell. Self-knowledge of their skills and strengths can help candidates make a better choice of what jobs to apply for, and then to analyze the match between those jobs and their qualities. Learn more about career portfolios at: http://www.quintcareers.com/career_portfolios.

This Will Make or Break Your Resume. There's a major difference between writing a resume and strategizing on a resume. Strategy is what it takes to make or break your resume. Review the four key strategy parts at: <http://www.thegladiator.info/articles/demaio-makebreakresume.phtml>.

Network Safely Online. The old-boy network for finding jobs isn't old anymore, isn't all boys and now prefers high-end coffee shops to exclusive clubs. Review tips for getting the most from online networking while protecting yourself at: <http://featuredreports.monster.com/privacy/networksafe>.

Your Letter-Perfect Pitch. Your resume wants to be in the short stack received from company employees, suppliers, and miscellaneous contacts. To ensure that your resume ends up there -- Network, network, network. Read more of what your resume wants at: http://www.businessweek.com/careers/content/aug2005/ca2005089_8794_ca009.htm.

10 Sticky Job Interview Situations and How to Handle Them. Each interview question is an opportunity to showcase an accomplishment or strength. Every response should build momentum toward convincing the interviewer that you deserve to advance to the next level, whether that level is another round of interviews or a job offer. Review questions/responses at: http://www.quintcareers.com/sticky_job_interview_situations.html.

To Accept or Not To Accept: Properly Evaluating a Job Offer. People who are serious about evaluating job offers should design their own techniques for interviewing companies and checking their references. If you want your job choice to turn out right, you have to turn the tables. Review tactics to help finalized your decision at: <http://www.recruit2hire.com/accept.html>.

Uncover Hidden Jobs. You will identify the jobs no one else knows about by actively and doggedly investigating the companies you want to work in — not by waiting for them to come to you. Review how to uncover these opportunities at: <http://www.asktheheadhunter.com/hahiddenjobs.htm>.

Top Secrets of Resume Writing. Your resume often gives employers their first impression of your professional standards and talents. Review key factors that help explain why most resumes fail, and how you can really stand above the crowd and get noticed at: <http://www.allbusiness.com/human-resources/careers-resumes/1602-1.html>.

Let Your Cover Letter Do the Talking. Targeted, personalized cover letters impact the reader positively. Learn how to create an easy-to-read letter that stands out from the sea of generic-sounding correspondence, and makes the reader want to learn more about you at: <http://www.allbusiness.com/articles/CareerAdvice/1601-27-1779.html>.

A Good Resume is Critical. Although personal networking is the best way to get a job, an excellent resume can open doors all by itself, and is still required in most networking situations. Only your resume gives you total control over how you are perceived by potential employers. Read more at: <http://www.thegladiator.info/articles/provenzano-goodresume.phtml>.

Stupid Interview Questions. Review wacky queries so you'll be prepared the next time you're hit with one in an interview at:

http://www.businessweek.com/careers/content/sep2005/ca20050921_1099_ca009.htm?campaign_id=rss_crers.

What Do Employers Want From Me? Identify and highlight key traits in your resume and cover letters. Remember that the words you use and the attitude you carry into your written and oral presentation are as critically important as the assertions you wish to make. Read more at:

<http://www.thegladiator.info/articles/mcconnell-employerswant.phtml>.

Cutting Edge Cover Letters - Writing Cover Letters That Work. That first glance at your cover letter is your one opportunity to make a good impression and make it to the next round. If you don't invest the time in writing cover letters you're probably not going to get the interview, regardless of your qualifications. Read more at:

<http://jobsearch.about.com/od/coverletters/a/cuttingedge.htm>.

The Straight Skinny on Networking at Events. Networking is a skill you can acquire. Networking's real clout comes not from snagging customers, but from generating referrals. Referrals may come from people whose clients have something in common with yours, or just somebody who knows somebody who could use your services. Networking benefits from a hefty supply of social skills and a smidgen of guts. Read more at:

<http://www.1099.com/c/co/qw/na/naustin017.html>.

How to Give Job-Winning Answers at Interviews. One of the best ways to prepare yourself for a job interview is to anticipate questions, develop your answers; then practice, practice, and practice. Knowing how to answer those interview questions can mean the difference between getting the job and getting the reject letter. Job interview questions are not things to fear, they are opportunities to excel. Review job interview preparation tips at:

<http://www.lifetoolsforwomen.com/m/job-winning-answers.htm>.

Never Go to a Job Fair without a Mission. This an excellent forum for candidates and companies to meet and size up each other, network, and obtain contact information. Review job fair strategies at:

<http://www.thegladiator.info/articles/coon-jobfair.phtml>.

Relationship Building Without Golf: Fifteen Fun Options. If you know for sure that playing golf isn't for you, review fifteen business building alternatives at: <http://www.abanet.org/lpm/lpt/articles/mtk01042.html>.

The Importance of Networking and Relationship Building. Statistics from the Federal Bureau of Labor indicate that 70 percent of all jobs are found through networking (personal contacts). Even if you aren't looking for a job, it is always important to keep adding to your network -- both inside and outside your industry. Review networking skills and errors at: http://www.esquiregroup.com/jobs_career_24.cfm.

The 'Goal' Standard. If you demonstrate your ability to set and meet goals, no matter what the time constraints, you will help distinguish yourself from the other jobseekers. Review clues to listen to during the interview about the needs of the company at: http://www.jobjournal.com/article_full_text.asp?artid=1466.

Mixing Golf, Business Can Lead to Strokes of Genius. To play in golf tournaments, one needs to be somewhat athletic, able to hit the ball more than 150 yards and to practice golf etiquette. Hilary Bruggen is a nationally respected expert and pioneer in the field of relationship marketing and effective business development. Read her article discussing the business aspects of golf answering questions regarding when, where, with whom, and how to approach business golf at:

<http://washington.bizjournals.com/washington/stories/2004/05/10/smallb4.html>.

Impromptu Networking. You have a great opportunity to meet people whenever you attend a workshop, a performance, whatever. Review how to make the most of these opportunities at:

http://www.jobjournal.com/article_full_text.asp?artid=1460.

Ten Ways to Get the Most out of Your Next Interview. Become aware of what some of the pitfalls of interviewing are then prepare and practice so they won't happen to you. Review pitfalls to watch for at:

<http://www.career-intelligence.com/transition/InterviewBloopers.asp>.

Does an Employer's Silence Speak Volumes? Many candidates report they never hear back at all from companies they've interviewed with. Review corporate recruiter tips on what a job seeker should do at: <http://www.cnn.com/2005/US/Careers/06/14/job.hunting/index.html> .

Dealing With Rejection. Seize this opportunity to analyze exactly why you didn't get the job, and then work to improve your chances next time. Ask the interviewer how you could have increased your chances. Read more at: http://hotjobs.yahoo.com/findingajob/Dealing_With_Rejection_2003915-1721.html .

4 'Weird' Ways to Find a Job. Be daring. Different. Zig when other job seekers are zagging. Read four ways to get "weird" -- and more importantly, get hired -- by being unconventional in your job search at: <http://www.recruit2hire.com/4-weird-ways.html> .

Cover Letters: Your First Chance to Impress. It's imperative to write a cover letter that stands out from the crowd and makes a good first impression. Review five essential rules to convince a hiring manager to read an applicant's resume at: http://www.jobskills.info/career/cover_letters.htm .

The Two Minute Crash Course on Interviews. Being able to do the job well will not necessarily get you hired. The person who gets hired is often the one who knows the most about how to get hired. Review everything you need to know about interviews, in just two minutes reading time at: http://www.jobhuntersbible.com/articles/article.php?art_item=011 .

Why Should We Hire You? The more detail you give, the better your answer will be. This is a time to summarize your accomplishments and relate what makes you unique. Read more at: <http://interview.monster.com/articles/whyhire> .

Anyone Can Negotiate Their Salary--THIS MEANS YOU! Change "OK" to a "Hmmm," and watch what happens (Rule 3). Don't worry that the employer will change his or her mind about hiring you just because you ask for more <http://jobstar.org/tools/salary/chapman.cfm> .

Effective Networking Calls for Commitment. Creating effective connections successfully means don't ask people for what you want, but rather ask people to help you look for what you want. Meaningful associations must be effective in ways that enable you to relate to their needs and establish incentives for them to relate to yours. Read more at: http://careercampaign.com/press_articles/network_commitment.html .

How Not to Sell Yourself During a Job Interview. Asking "opening questions" at the start of each interview will help you locate the interviewer's criteria they are using to evaluate you. Use follow-up question to make sure your answer was understood accurately. Review examples of these questions at: <http://www.collegerecruiter.com/pages/articles/article524.html> .

Job Interview Follow-Up Do's and Don'ts. Review key rules and strategies for following-up your job interviews at: http://www.quintcareers.com/interview_follow-up-dos-donts.html .

Interview Techniques That Work. Show your enthusiasm, dedication, and ambition through your words and body language. The name of the game is to get that job offer above all other candidates. Review techniques at: <http://www.career-resumes.com/Sections-article52-p1.phtml> .

Interviews And Bad Interviewers. Many interviewers are as afraid of you as you are of them. However, the only real advantage these people have over you is their possession of the job you want. Read how to successfully handle good and bad interviewers at: <http://www.123getajob.com/jobsearch4.html> .

Locating Your MBA Internship. Review this article to help guide you through the thought process and steps characteristic of a successful internship search at: <http://www.mbaoprograms.org/mbacareer/mbainternships.locate.asp> .

Take Your Job Search Temperature: Fix What Isn't Working and Get Better. If your job search isn't going as you would have liked, stop for a minute and take your job search temperature. Get honest with yourself, and really

figure out what isn't working for you. Read how to take your job search temperature at: http://www.elizabethfreedman.com/articles/index.php?article_id=30 .

The Importance of Networking and Relationship Building. More people are hired by being in the right place at the right time than for any other single reason. But you can't take advantage of that unless you stay in contact with your network. This is the main reason to have a network. Article is geared to those in the legal area, but has useful comments. Read more at: http://www.esquiregroup.com/jobs_career_24.cfm

Interview the Interviewer. Recruiters expect candidates to ask enough questions to form a good opinion about whether they want the job or not. If you don't ask enough questions, recruiters who may otherwise be willing to make you an offer may nevertheless reject you because they have no confidence you know what you would be getting into. Review the fifteen rules for framing better questions and ten great questions to ask at: <http://www.job-interview.net/questionstoask.htm> .

What Components Go Into Making A Winning Resume? A resume's function is not to get you a job, it's to get you a phone call inviting you in. If you get that phone call, you have the opportunity to build on what is in the resume and get into more detail to sell yourself. Read more at: <http://www.career-resumes.com/Sections-article66-p1.phtml> .

Cover Letter Success is All About Specifics. Determine the skills and experiences that specifically qualify you for the job you're applying for, and describe those in your letter. Demonstrating knowledge of the employer to which you are writing is not a mandatory part of a cover letter, but it's a great touch that will often win favor in the eye of the employer. Read some of the ways you can make each cover letter quite specific at: http://www.quintcareers.com/cover_letter_success.html .

Four Techniques That Get Employers To Return Your Phone Calls. Over the past few years, it seems like it has been impossible to get people to return phone calls. The truth is this has always been the case. Review some proactive and creative tips to get people to return your calls at: <http://www.net-temps.com/crossroads/article.htm?op=view&id=909> .

What Is Your Greatest Weakness? An interviewer is going to try his or her darnedest to dig for skeletons in your closet. Interviewers want to uncover any reasons why they shouldn't hire you, and they hope those reasons will come straight from you. So be prepared! Read some cleverly designed "greatest weakness" questions at: <http://www.thegladiator.info/articles/matias-weakness.phtml> .

The Mystique of Behavioral Interviewing - What You Need to Know to Get the Job. Employers use this interviewing technique to determine whether you are a good fit for the job. The answers you give about your past experiences will be used to predict your future performance. Review tips to highlight your past accomplishments at: <http://www.career-intelligence.com/transition/BehavioralInterviewing.asp> .

Little Mistakes That Keep You Unemployed. If your job search is dragging on and on, you might want to look in the mirror, because the person looking back may be sabotaging your efforts. Review some job search mistakes at: http://www.chicagojobresource.com/career_coach59.htm .

Ten Qualities Interviewers Look For in Job Candidates. There are as many different approaches as there are interviewers. Review some of the desired qualities at: <http://www.net-temps.com/careerdev/index.htm?type=topics&topic=interviewing&id=224> .

Don't Make Them Think (or Remember). Smart and successful job seekers focus on being easy to hire! Review strategies to make you easy to hire at: http://www.job-hunt.org/onlinejobsearchguide/article_Dont_Make_Them_Think.shtml .

Inside the Mind of an Interviewer. What qualities, skills, and experience is he looking for? If you can discover what he really wants - and match those requirements one-by-one - you'll be amazed at how smooth and successful the interview can be. Every time you detail a specific skill that you can contribute to the business don't just make a bland statement, always back it up with personal real-life examples. Paint a picture of yourself putting these skills into practical and profitable use so that the interviewer can see this picture in his/her mind. For a general outline of the interviewer's possible thought processes, so you will be aware of the key stages of your

interview and have a deepening understanding of what your interviewer is really looking for when he asks you certain questions, see: http://www.geocities.com/optimalbiz/interview_preparation.html .

Job Search During the Holidays. Competition is reduced because of all the people who believe that nothing happens, hiringwise, from Thanksgiving to New Years. There are unlimited opportunities for networking between parties, community functions, school activities, and accidentally bumping into people at the mall -- it's a bonanza of schmoozing. Review how to get started and how to maintain momentum at: http://www.jobcircle.com/career/coach/jf_2002_12.html .

Job Interview Damage Control. Sometimes, interviews tank. Review potential problems and ways to prevent or control them at: http://www.quintcareers.com/interview_damage_control.html .

Avoid These 10 Interview Bloopers. With fewer and fewer interview opportunities available in this competitive market, it's essential to make the best possible first impression. Just as a strong resume wins you an opportunity to interview, strong interview skills will win you consideration for the job. Polishing your interview skills can mean the difference between getting the job offer -- and being a runner-up. Review the top 10 worst interview blunders at: http://www.quintcareers.com/interview_mistakes.html .

No Friends, No Contacts, No Nothin'. If you're working hard to get inside a company or industry where you know nobody, consider adopting the layer system to gather names and contacts. Have the discipline to pick up the phone when you don't want to, and the willingness to keep reaching out even when the person on the other end of the phone may not always want to hear from you. Keep reminding yourself that your goals are worth the effort. Review suggestions for getting your foot in the door, even if you know nobody at: http://www.elizabethfreedman.com/articles/index.php?article_id=25 .

How a Memo Can Beat an Interview. Making candidates put their thoughts in writing about a job opportunity is a powerful tool to help make the right choice. Haven't we all encountered people who talk the talk much more impressively than they walk the walk? Read more at: http://www.businessweek.com/careers/content/oct2004/ca2004104_7927_ca009.htm .

Answering "What Are Your Major Weaknesses?" at Interview. Work out what your weaknesses are and package them. Read and follow the suggested steps to make your interviewer know that you are the right person for the job at: <http://www.thegladiator.info/articles/lewis-weakness.phtml> .

Job Interviews - Don't Sell Yourself. If you want to motivate someone, you'll be revealing more and in a way that not only gets the decision maker's attention but influences how they see you. Read the key steps to persuading as you present yourself to employers in writing and in person at: http://www.andreakay.com/jobinterviews/art_3022.htm .

The Four Steps to Job Search Success! Competition is the keyword for today's job seeker and even the most qualified and experienced applicants are having a hard time getting their foot in the door when it comes to making an impression and getting interviews. Review steps in developing your game plan at: <http://www.thegladiator.info/articles/kemp-tfstjss.phtml> .

Business Etiquette - More Than Just Eating With the Right Fork. Basic knowledge and practice of etiquette is a valuable advantage, because in a lot of situations, a second chance may not be possible or practical. Read more at: <http://www.ravenwerks.com/practices/etiquette.htm> .

Interview Guidelines. While the ultimate purpose of an interview is to get an offer for the position, the more immediate objective is for the company to get to know you better, and for you to get to know it better. Review key interviewing points at: <http://www.jdgsearch.com/interview.shtml> .

Casting to Type. As employers start to hire again, they are increasingly taking steps to ensure that the hires they make are a good fit — not only with the job description but also with the people with whom they'll be working. Companies are doing this through handwriting analysis and other types of personality tests. Read more about the testing tools at: <http://www.cfo.com/article/1,5309,14390||M|966,00.html> .

Surviving and Thriving in a Tough Job Market: Acing the Interviews. Review ten tips to help you be your best as you interview at: http://www.coolavenues.com/career_resou/sherrie_gong_taguchi_2.php3.

Win-Win Negotiation - Finding a Fair Compromise. The negotiation itself is a careful exploration of your position and the other person's position, with the goal of finding a mutually acceptable compromise that gives you both as much of what you want as possible. Read points to consider at: <http://www.mindtools.com/CommunicationSkills/NegotiationSkills.htm>.

Tips for Tracking Jobs on the Web. If no one's getting in touch with you, it's time you rethought your résumé -- and strategy. Read tips to help boost your chances of standing out in cyberspace at: http://www.businessweek.com/careers/content/may2004/ca20040513_3069_ca009.htm.

Fighting the Overqualified Label: 10 Tactics for a Successful Job-Search. With the overqualified label, you must be proactive if you ever want a chance to make your case in a job interview. Review helpful strategies at: http://www.quintcareers.com/fighting_overqualified_label.html.

The Authentic Interview. Getting a job the "real" you doesn't want is a short-term solution with long-term negative consequences. The only way you will know if a job is right for you is to test it for fit during the interview with everything you can bring to bear. If you are hired because of who you are instead of who you are pretending to be, you have a performance advantage over everyone else in your new workplace, many of whom are working hard trying to be the people they represented themselves to be during their interviews. Read about the job "fit" at: <http://www.thegladiator.info/articles/giardina-authentic.phtml>.

The Referral Letter: To Build a Strong, Supporting Network for Your Search. Contrary to popular myth, most people when asked to participate in another's search preparation or networking efforts are pleased to be asked and willing to help. Using this recommended approach and letter format, has a superior track record of uncovering real opportunities that otherwise would be invisible to career seekers. Read guidelines at: <http://www.thegladiator.info/articles/mcconnell-referral.phtml>.

Evaluating a Job Offer. If you have not already figured out exactly what you want, this discussion may help you to develop a set of criteria for judging job offers. See: <http://www.bls.gov/oco/oco20046.htm>.

Networking Know-How. Networking is one of the most powerful tools you have at your disposal to help you get interviews and - ultimately - a job. Networking is about forging long-term relationships in which there is a mutual understanding that you can - and will - share resources and help one-another over time. Read more at: <http://www.thegladiator.info/articles/turkewitz-networking.phtml>.

Breakthrough Thinking in the Job Search Process. By applying this process, you can develop highly creative, effective solutions which propel you toward the purposes you define. Read more at: <http://www.thegladiator.info/articles/kintner-thinking.phtml>.

Avoid These 10 Resume Mistakes. Read often seen, easy to fix mistakes at: http://www.quintcareers.com/resume_mistakes.html.

The ProActive Job Search. A typical job search is reactive, not proactive. The successful job seekers select the kind of job they want, the industry, and the employers they like best. Once they determine the target employers, they focus most of their job search efforts on those specific organizations. Research you've done in selecting your target employers should help you avoid the ones that will disappear or disappoint - although no one has any guarantees in life or work. Read more at: www.job-hunt.org/article_proactive_job_search.shtml.

Resume Strategies for Global Employment. Computer and technology skills are always important, no matter the job, company, or country. Be sure to use industry-specific and job-specific terminology that will be known the world over. Review these and other helpful hints at: www.thegladiator.info/articles/enelow-glob.phtml.

The Noel Smith-Wenkle Salary Negotiation Method. Read the 3 steps to having the company come up with a salary number rather than you at: www.nmt.edu/~shipman/org/noel.html.

Body-Language Tactics That Sway Interviewers. Some experts say nonverbal cues are more important than verbal ones. According to these studies, body language comprises 55% of the force of any response, whereas the verbal content only provides 7%, and "paralanguage," or the intonation, pauses and sighs given when answering, represents 38% of the emphasis. Communicating the right nonverbal signals can help you convey an enthusiastic, positive and confident attitude during job interviews. And learning to read interviewers' cues can improve your prospects as well. Read article at: <http://www.cfo.com/article.cfm/3010811>.

Boost Your Prospects With a Nice "Thank You". Thank-you letters allow you to express yourself in ways you can't on a resume, or might not during an interview, due to nervousness. In a few short paragraphs, you can convey your enthusiasm for an opening, your social graces and even something of your personality. Read hints on how to write your letter at: http://www.careercampaign.com/press_articles/boost_prospects.html.

Step-by-Step Plan for Using the Internet to Go "Beyond the Want Ads". A useful guide to networking to your next job, from the California Library System's JobStar.org. This site has tons of information that will help you in your search. A real treasure at: <http://jobstar.org/hidden/jobplan.cfm>.

Handy Hints for the Smart Job-Seeker. Networking is still effective if you do it right -- just don't rely on laid-off friends and colleagues for advice and contacts. Read article at: http://www.businessweek.com/careers/content/aug2003/ca20030821_5349.htm?c=bwinsidersep3&n=link1&t .

Cover Letter Checklist. Your cover letter is a vital part of your job-search correspondence package. Think your cover letter is ready to be seen by employers? Use this checklist to guarantee that you've written the most dynamic and powerful cover letter possible. http://www.quintcareers.com/cover_letter_checklist.html .

How to Make People Like You in 90 Seconds or Less. People decide if they like you within seconds of meeting you. How to make sure your first impression is a good one, read the article at: http://www.bottomlinesecrets.com/blpnet/print.html?article_id=33746 .

Favorite Questions of Executive Recruiters. Helpful hints for hitting a curveball out of the park. Read the article at: <http://www.cfo.com/printarticle/0,5317,10750|C,00.html?f=options> .

Finding the Job Opportunities. So, where do you find the job listings? Most people check out the big employment super sites. But, they are not the only, or even always the best, place to look. Smaller, more focused sites can often be much more useful to you. Read more at: <http://www.job-hunt.org/findingjobs.shtml>.

18 Insider Tricks to Ace That Job Interview. In today's job market, it is more important than ever to know how to ace a job interview. Read some shrewd strategies from top recruiters and career consultants at: http://www.bottomlinesecrets.com/blpnet/print.html?article_id=33766 .

Videoconference Interviewing. Tips on preparing and participating in a videoconference interview.



Video-Interview_Tips.dc

Networking: What Do We Mean By That? Networking equals talking to people. Yet deciding who to talk to, when and how to contact them, what to say, and how to come away from your discussion with helpful information... that's the hard part. Read more at: <http://www.thegladiator.info/articles/kursmark-networking.phtml> .

Tapping the Hidden Job Market. When the job market is tight, you need to be more creative about finding your next job. We all hear that most jobs (75% to 85%, reportedly) are not advertised in the newspaper or posted on Web job boards. These invisible jobs are the infamous "hidden job market," and you reach this gold mine of jobs by networking your way into it. Review the "Push," "Pull," and "Maintain" techniques at: <http://www.job-hunt.org/hiddenjobmarket.shtml> .

Seven Smart Networking Moves Guaranteed To Make You More Memorable. It's a fact: employers prefer to hire people they know over "mystery" candidates. That's why networking accounts for how 64 percent of people find jobs, Read article at: http://www.quintcareers.com/smart_networking.html.

Six Degrees of Separation: A Smarter Plan for Career Networking. New research shows that, thanks to your peers and friends, you might be a lot closer to your dream job than you think. Here's more on how 'six degrees of separation' might be the key to smarter networking: http://techrepublic.com.com/5100-10878_11-5077847.html.

The Five Senses. You've just been ushered into the interview...how you calm your nerves. Read some helpful suggestions at: <http://www.thegladiator.info/articles/roy-senses.phtml>.

How to Stay Cool at a Grilling. Interviewers also get nervous, so see things from their perspective, put them at ease, and walk them through the details they need. Thinking like your interviewer won't guarantee success, but it will help you to make better decisions about how to act in an interview. And that can make the difference between being the runner-up and receiving an offer. Read more at: http://www.businessweek.com/careers/content/oct2003/ca2003103_9428_ca009.htm.

Negotiating Effectively When You Feel Outgunned. Executives often feel overwhelmed by an employer's perceived power during job-offer negotiations. But by stressing the long-term benefits of the marriage over the wedding, you can maintain parity and keep the interaction positive. When agreeing to roles, responsibilities and authority, the process should have a strong win-win flavor. So talk about compensation last — after you have demonstrated the value you can add to the organization. Read article at: <http://www.cfo.com/Article?article=11138&f>.

Nonstop Networking: How To Improve Your Life, Luck and Career. An interview with Nonstop Networking's author, Andrea Nierenberg, "The Queen Of Networking". Andrea has worked as a consultant for many companies including AOL Time Warner, Estée Lauder, and Zenith Media. She teaches workshops and seminars for business clients, and is a sought-after speaker for conferences and conventions throughout the world. After studying Andrea's advice, even the most reticent will be inspired to develop their own networking plan and put it into action. Meet people and nurture you current network, Listen and learn from everyone, Make connections for others-be a resource, Follow up and Stay in touch. You do reap what you sow. Read the interview at: <http://www.modamag.com/nonstopnetworking.htm>.

Cover Letters - A Critical Component of Job Search. Magical cover letters scream - ever so politely - that you have the intelligence, experience, and soft skills to be the answer to an employer's staffing problem. Read more at: <http://www.careerwriter.com/coverletters.html>.

Keyword Résumés - Key to Technology-Drive Job Search. With the right keywords in your résumé, you could find yourself in the running for jobs you might not have considered. HR professionals use an electronic method to expedite the process of saving, cataloguing, sorting, and searching résumés. See article at: <http://www.careerwriter.com/keyword.html>.

So, Why Don't You Tell Me About Yourself? The key to answering this question or any other interview question is to offer a response that supports your career objective. Interviewers use the interview process as a vehicle to eliminate your candidacy. They want to determine if what you have to offer will mesh with the organization's mission and goals. Read four easy steps to ensure that your response will grab the interviewer's attention at: <http://www.thegladiator.info/articles/matias-tell.phtml>.

Scannable Résumés: Does Your Résumé Pass the Scan Test? Once scanned and added to the résumé database, human resource professionals can search for candidates using 10-20 keyword criteria. Résumés that include the specified keywords will come up as a match, or "hit." The more hits, the higher the ranking your résumé will receive. Read "Do's and Don'ts" at: <http://www.careerwriter.com/scannable.html>.

Don't Send a Resume: And Other Contrarian Rules to Help Land a Great Job. Getting a job requires diligent research to find target companies, exhaustive research on those companies, planning, careful customized letter writing, creating a unique tailored resume for each company, pre-interview preparation, interview practice,

detailed follow-up and more. Job seekers can motivate themselves to do the hard work by continually reminding themselves that they can make a contribution, and there absolutely is an organization that needs their contribution. Read about common mistakes that job seekers make, the secret hiring criteria, and the boomerang letter in the interview with author Jeffrey Fox at: http://www.quintcareers.com/career_experts/Jeffrey_Fox.html.