

# Acquire the Power to Change Your Job...and Your Life!

**"A TRULY IMPRESSIVE BOOK."** — *Career Opportunities News*

**"OUTSTANDING."** — *Midwest Book Review*

**"AN EXTRAORDINARY BOOK."** — *The Search Bulletin*

Featured in *U.S. News & World Report* as one of today's two top career books, this highly acclaimed blockbuster represents a rare combination of analysis, synthesis, predictions, and practical advice. Forget about those trendy theories and anecdotes expounded by others. Here's the book that tells it like it really is for those in the job search trenches.

This well focused book is all about the power to career and re-career—how to acquire it and use it in the turbulent job markets of today and tomorrow. Comprehensive, encouraging, and loaded with no-nonsense advice, examples, and exercises, *Change Your Job, Change Your Life* covers everything from identifying today's best jobs and employers to writing resumes, interviewing, and negotiating salaries. Its 18 hard-hitting chapters include:

- ✓ 103 compensation elements for negotiating salaries.
- ✓ 47 tough job interview questions you must be prepared to answer.
- ✓ 35 coming changes for industries and occupations.
- ✓ 32 job search myths that may hinder your progress.
- ✓ 30 best and worst jobs today and in the decade ahead.
- ✓ 28 careering competencies you must possess for success.
- ✓ 25 best cities offering excellent job and lifestyle opportunities.
- ✓ 20 key sources for acquiring additional training and job search assistance.
- ✓ 20 principles that lead to job search success.
- ✓ 17 questions you should always ask at a job interview.
- ✓ 12 sample resumes and letters.
- ✓ 12 strategies for starting a business.
- ✓ 10 critical job-keeping skills and 8 job survival tactics.
- ✓ 10 top Internet employment sites.
- ✓ 7 sequential job search steps you must follow.
- ✓ 5 techniques for turning negatives into positives during the job interview.
- ✓ How to write and distribute high impact resumes and letters.
- ✓ How to network for information, advice, and referrals that lead to jobs.
- ✓ How to conduct job interviews as well as negotiate salary and benefits.

Includes unique chapters on implementation, relocation, starting a business, and much more. The perfect guide for anyone making a job or career change.

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