



## Nail the Job: Every Tool You'll Need to Land Your Dream Job

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By MBA Jungle

Da Capo Press. Paperback. Book Condition: New. Paperback. 256 pages. Dimensions: 8.0in. x 5.4in. x 0.5in. Whether you're looking for entry-level work, short-term job experience that can lead to a satisfying career, or a specific, advertised job, the ability to convince a prospective employer of your abilities -on paper and in person- will be crucial to your success. Nail the Job gives you the competitive edge with tips and advice for the job search: --From insipid to inspired: what constitutes a winning cover letter--How to write a targeted, knock-em dead resume--How to leave perfect voice-mail and e-mail messages--What you need to know about your potential employer and how to use that knowledge to ask smart, insightful questions--Cocky versus confident: how best to articulate your desire to get a specific job--What to wear-and what not to wear-to an interview and understanding what your body language says about you--How to work with a headhunter--How to make a great impression in the first ninety days on the job visit [www.mbajungle.com](http://www.mbajungle.com) This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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