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Career Success: Right Here, Right Now!

By Hess, Peter M.

Cengage Learning, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: CONTENTS Preface?Success Starts Here: Step Right In xi Acknowledgments xvi Self-Assessment?Before You Get Started xix Chapter One: as a Path of Life 1 Defining Success 2 Discovering Who You Are: Your Values 2 Discovering Who You Are: Your Beliefs 13 Discovering Who You Are: Your Self-belief 18 Your Basis for Success 20 Determining What You Want to Accomplish: Your Dreams 20 Determining What You Want to Accomplish: Your Goals 23 Formulating Your Action Plan 28 Following Your Path to Success 31 How Close Are You to Success? 34 Chapter TWO: in the Job Search 4 1 At the Crossroads of Success 42 Matching Yourself to a Career 43 Setting a Career Objective 53 Components of a Successful Job Search 55 Conducting a Successful Job Search 56 Making It Happen for You! Nancy Link, Vice President Thomson University, ITP 64 Developing a Personalized Job Search 67 Writing Your Resum 73 Resum Requirements 83 Obtaining References and Letters of Recommendation 83 Writing Cover Letters 84 Preparing a Portfolio 86 Completing Employment Applications 87 Launching Your Job Search 87 Attaining and Maintaining a Positive Attitude 87...



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