



# The Ultimate Job Hunter's Guidebook

*Susan Greene, Melanie C.L. Martel*

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Offering concise coverage of essential job-hunting and career strategies, this flexible, how-to book can supplement any business course or serve as the foundation of a career development class. The Fourth Edition features increased technology coverage and strategies for long-term career success. Exercises develop students' skills in goal setting, interviewing, assessing values, and writing both resumes and cover letters.

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