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## Jeff Allen's Best: Win the Job

*Jeffrey G. Allen*

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Win the Job During his 25-year career as a recruiter, personnel manager, and lawyer, Jeff Allen has determined what job-hunting techniques really work and which ones don't. In this book, he gives you 100 essential tips to Win the Job. You'll learn how to: \* Limit interviews to forty-five minutes \* Answer the "knock-out" questions concerning your background, creativity, and skills \* Recognize the four basic personality types so you can align yourself with the interviewer \* "Mirror" the interviewer's body language, facial expressions, eye movement, rate of speech, tone of voice, and rate of breathing \* Use "insider" language--and much more! "100 best techniques for 100% probability of getting the best job." --Mary Lyon, Associated Press "The most systematic, effective, simple way to get the best job ever devised!" --Marsha R. McIntosh, Publisher Professional Opportunity Magazine "This is more than a series on getting a job--it's a lifetime program of career success!" --Paul A. Hawkinson, Publisher Employment Marketplace Magazine Now Jeff Allen's extensive knowledge is presented in a remarkable three-book series: Jeff Allen's Best: The Resume Jeff Allen's Best: Get The Interview Jeff Allen's Best: Win The Job Jeff Allen's; Best--the Smartest job-hunting investment you can make!

From the Back Cover Win the Job During his 25-year career as a recruiter, personnel manager, and lawyer, Jeff Allen has determined what job-hunting techniques really work and which ones don't. In this book, he gives you 100 essential tips to Win the Job. You'll learn how to: Limit interviews to forty-five minutes Answer the "knock-out" questions concerning your background, creativity, and skills Recognize the four basic personality types so you can align yourself with the interviewer "Mirror" the interviewer's body language, facial expressions, eye movement, rate of speech, tone of voice, and rate of breathing Use "insider" language and much more! "100 best techniques for 100% probability of getting the best job." Mary Lyon, Associated Press "The most systematic, effective, simple way to get the best job ever devised!" Marsha R. McIntosh, Publisher Professional Opportunity Magazine "This is more than a series on getting a job it's a lifetime program of career success!" Paul A. Hawkinson, Publisher Employment Marketplace Magazine Now Jeff Allen's extensive knowledge is presented in a remarkable three-book series: Jeff Allen's Best: The Resume Jeff Allen's Best: Get The Interview Jeff Allen's Best: Win The Job Jeff Allen's; Best the Smartest job-hunting investment you can make! About the Author JEFFREY G. ALLEN, J.D., C.P.C., is America's leading placement attorney and Director of the National Placement Law Center in Los Angeles. He is the author of more bestselling career books than anyone else, including How to Turn an Interview into a Job, Finding the Right Job at Midlife, The Placement Strategy Handbook, Surviving Corporate Downsizing, The Complete QA Job Interview Book, and The Perfect Job Reference.