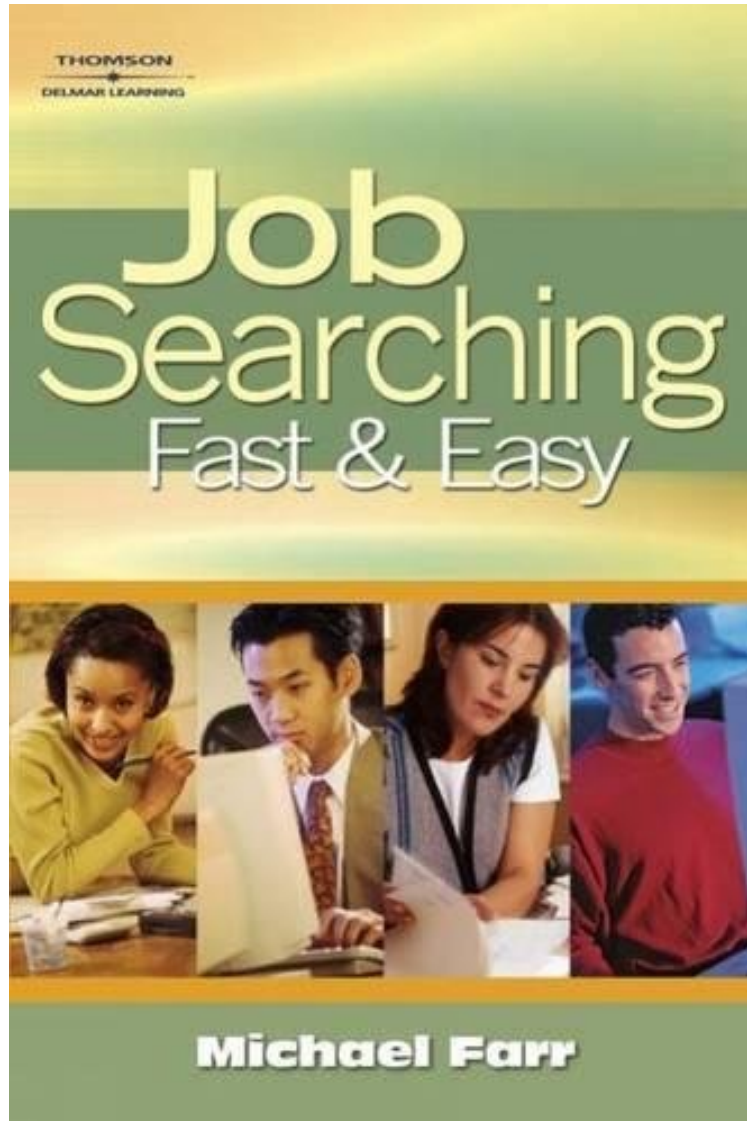


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Job Searching Fast and Easy

J. Michael Farr

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Job Searching Fast and Easy is a concise text that covers all major career planning and job search topics in one book. Developed for career development courses or workshops, this unique text helps students to define the ideal job, identify key skills, set goals, and plan for a career. The text takes an interactive approach to the subject matter and

provides worksheets and other activities to reinforce learning and fully engage the student. The text is designed to provide techniques that are both simple to use and that have been proven to reduce the amount of time it takes to get a job. Topics of interest include career planning, job search methods, interviews, resume and cover letter preparation, and tips for long-term career success. Unlike other texts of its kind, *Job Searching Fast and Easy* presents practical and direct advice and is results-oriented. It presents material that other books fail to approach, such as tips on identifying and emphasizing skills in an interview and advice on finding job openings that others overlook. Instructional support materials to accompany the text include an Instructor's Guide, which provides tips for course preparation, course structure, subject matter presentation, and additional activities.

Book reviews to come
About the Author
J. Michael Farr is one of America's most knowledgeable authors on the subject of job search and career planning. He helped found the self-directed career planning and job search movement, and he continues to teach thousands through his books, assessments and yearly workshops. He has been teaching innovative, self-directed job-search techniques-proven to reduce the time it takes to find a job and help people take control of their careers and lives for more than 20 years. J. Michael Farr's techniques have been adopted by job-search and career-placement programs throughout North America. He has trained more than 6,000 instructors and trainers in numerous workshops and presentations across the U.S. and Canada.