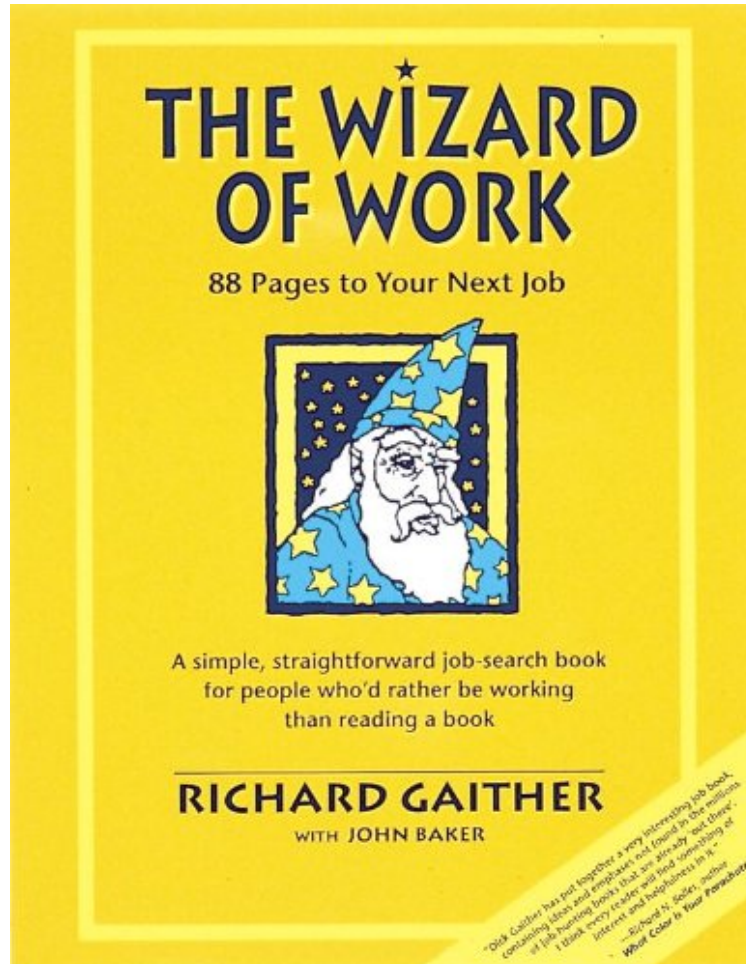


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Wizard of Work: 88 Pages to Your Next Job

Richard Gaither

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By A Customer
This book is a comprehensive and easy to read manual for job seekers. It covers not only the standards of job search (resumes, cover letters, etc.), but also the more elusive points of a successful search: networking, interviewing, and using the telephone. It offers some creative ideas to set you apart from the crowd. Equally important, it is designed to be a reference manual with easy to find sections and lots of tables and charts. As a career coach, I have read hundreds of books on resumes and job search and can tell you that this is by far the bible of job search. It is truly a must-have for all job seekers.
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I wrote this review originally in Learning A Living; A Guide to Planning Your Career and Finding A Job

for People with Learning Disabilities, Attention Deficit Disorder, and Dyslexia;The title page reads: "A simple, straightforward job-search book for people who would rather be working than reading a book" It is 88 pages long and is packed with creative pointers. It begins by discussing your attitude and ends by telling you how to handle a job offer. Included are sections on identifying your skills, researching the job, doing well on interviews, finding leads, and managing your time. One section covers disability issues.

Nearly a million job hunters have used premier trainer Dick Gaither's self-directed job-search material, which is available in book form for the first time. Dick's simple, straightforward approach, combined with his series of proven, power-packed exercises and text, will put the job seeker on the right track from the very first page. Geared especially to entry-level or skilled-labor sorts, this is a workbook, a sourcebook, an idea book, and a practical guide based on a gifted trainer's fifteen years of experience helping thousands of people in every walk of life to find the kind of job they want and to find it quickly.From the Trade Paperback edition.