



# How to Get a Job and Keep It: An Essential Guide to Landing Your Ideal Job and Making the Most of It

*Susan Morem*

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## **How to Get a Job and Keep It: An Essential Guide to Landing Your Ideal Job and Making the Most of It** Susan Morem

In this new edition of the popular step-by-step career guide, nationally recognized career expert Susan Morem tells job seekers and recent graduates everything they need to know to excel in the workplace. Gathered here is all the key inside advice - on navigating the job search process, landing the ideal job, handling life on the job, and getting the most out of a career - that readers won't get in a classroom, from parents or friends, or from a guidance counselor. This new edition has been expanded with six new chapters and a listing of useful resources. Helping readers understand the realities of the working world, "How to Get a Job and Keep It, Second Edition" gives them a valuable edge over the competition and helps new workers make a successful transition to the professional workplace. Coverage includes: Interview dos and don'ts; Body language; Preparation and follow-up; How to make a good impression; How to succeed; Avoiding pitfalls; Workplace communication; Dealing with reviews, raises, and promotions; Getting along with coworkers and bosses; and, Knowing when to leave a job.

New topics include: Informational interviews; Expanded coverage of interviewing in general; New ways of locating openings; and, Creating your own job.

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