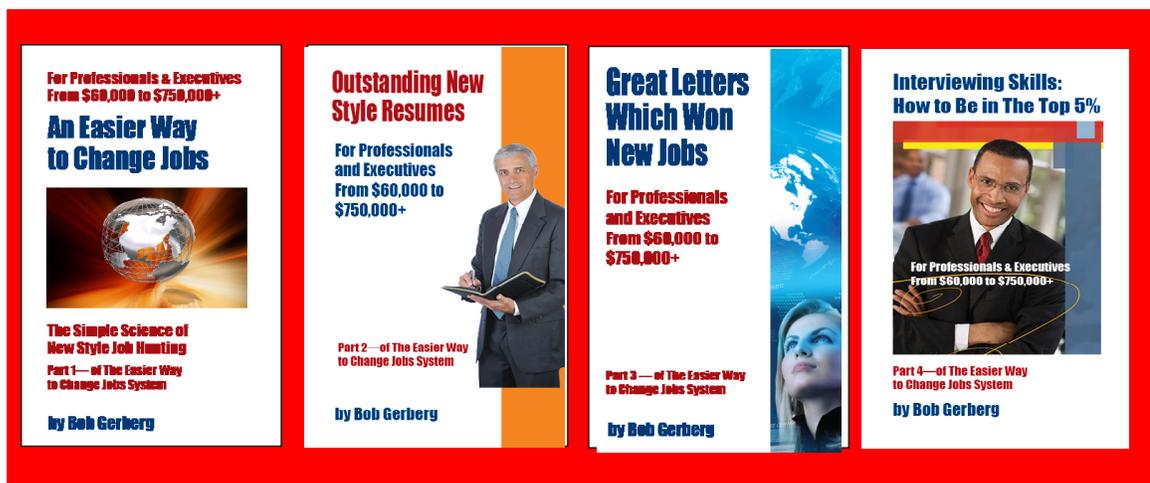


CareerPace

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What's Covered in Our 4 Quick Reference Books

The books are 112 pages, in color and illustrated, and very easy to read. Abridged from key briefing reports, they give people a source for quick reference at their fingertips. They can be reviewed online or downloaded. They are also available in hardcover.



Book #1. An Easier Way to Change Jobs... The Simple Science of New Style Job Hunting

The first part of our System explains our remarkable and proven approaches for getting more interviews, while cutting job hunting time by up to 80%. Gone are the old style resumes or old approaches that can cause failure. Here people can choose from 25 ways to get interviews. Everything is in a simple step-by-step format. Here's what is covered:

- How the two job markets work.
- Using outstanding new style resumes.
- The value of marketing websites.
- Best ways to answer ads for more interviews.
- How to find leads to unpublished jobs.
- How to get interviews by contacting employers.
- How to get calls from recruiters.

What's Covered in Our 4 Quick Reference Books... continued

Ways for making networking easier.
 Using phone power to get interviews.
 How to create a job for yourself.
 How to change into a new industry.
 A simple marketing game plan you can use.
 The 10 major job hunting mistakes others make... and
 Summarizing your key steps to making job hunting easier.

Book #2. Outstanding New Style Resumes.

The second part of our **Easier Way to Change Jobs System** covers our revolutionary and exciting approach to resumes with amazing samples that are easy to copy. The material covers:

10 questions that tell you exactly how good your resume is.
 New style resumes to use for different applications.
 The invaluable keys to creating outstanding new style resumes.
 Samples of one-page universal resumes.
 Samples of quick response resumes to get past gatekeepers.
 Samples of electronic resumes to use over the internet.
 Samples of biographies, the most powerful resume for executives.

Book #3. Great Letters Which Won New Jobs.

The third part of our **Easier Way to Change Jobs System** involves power letters which play a major role in our system. The invaluable samples worked for others are easy to copy and adapt... and include:

Sponsored letters to employers.
 Direct letters to employers.
 Letters to send to employers after several tries.
 Letters for networking associates and friends
 Letters for networking alumni.
 Letters for networking influential executives.
 Letters for responding to openings.
 Letters for responding to leads.
 Letters for using with your references.
 Follow up letters for sending after an interview.

What's Covered in Our 4 Quick Reference Books... continued

Book #4. Interviewing Skills: How to Be in The Top 5%.

The fourth part of our **Easier Way to Change Jobs System** gives our approach for winning in interviews and negotiations. With 5 to 7 finalists often competing only one can be the winner. What you'll see here has worked at all incomes. Discussions cover:

Interviewing questions you should expect.

Answers to challenging questions.

How to handle video interviews.

The 20 make or break interviewing rules.

A simple 7-step system for building chemistry with everyone.

The two easy ways for handling any objections.

How to always project the right image.

Using your body language to get good results.

How to read almost any interviewer's personality.

An easy to use negotiating system with scripts to follow.

Key things to negotiate at different income levels.