

Knock 'em Dead Job Interview: How To Turn Job Interviews Into Paychecks

Whether you're looking for a first job, re-entering the market, or planning a career change, the author's unique Target Job Deconstruction method provides you with a roadmap to professional success utilizing the latest job search strategies for the digital age. This new edition explains everything from building a keyword-rich online profile to social media networking to accepting an offer. You'll also learn how to : create resumes that get results ; maximize your LinkedIn profile for optimum discoverability; get the most out of career sites like Glassdoor and Indeed; turn job interviews into offers; negotiate the best salary and benefits package; and, manage a career and climb the ladder of promotion.

In today's competitive job market, if your cover letter doesn't grab the interviewer's attention, he or she may never even glance at your resume. No-Nonsense Cover Letters gives you the powerful practical tools to write "attention grabbing" cover letters that complement your resume and get you more interviews and job offers. The book begins with a thorough but easy-to-understand explanation of the key elements that are vital to creating "attention grabbing" letters including: why writing a cover letter is about selling yourself; how to craft targeted cover letters; when to use bullets or paragraphs; and creating E-letters for today's E-search environment.

Subsequent chapters offer tips on writing winning cover letters for opportunities for virtually every profession. Face it--words matter when it comes to getting noticed, getting the interview, and getting the job. In this invaluable guide to crafting the pitch that opens doors, staffing experts Schuman and Nadler give you hundreds of tools to make that happen. You will no longer struggle to find the phrases that best highlight your achievements; instead, you'll garner attention with such smart options as: I created a program that accomplished the following . . . My work generated \$5 million in revenue . . . I built a team of employees who created . . . The work I did saved my company \$3 million . . . I solved the following problems for my employer . . . The market's tight, but the jobs are out there. With these essential words and phrases, you can move your application to the top of the pile!

Offers advice on preparing for competency-based interviews as virtual assessment centers are increasingly being used by employers to assess candidates.

How to Master the Tough Interview Style Used by the Fortune 500s

Competency-based Interviews

Job Interview Guide

Answers to the Top 20 Interview Questions

Knock 'em Dead

Knock 'em Dead Hiring the Best

Land the job you want! The interview is one of the most crucial moments of the job search experience and your chance to show your potential employer that you have what it takes to succeed in the position. In order to do that in today's highly competitive job search environment, though, you'll have to find a way to stand out from the crowd. Using his twenty-five years of experience, New York Times bestselling author Martin Yate has established a set of rules for job interviews that is sure to get you noticed. Instead of memorizing canned answers, Yate provides you with an explanation of the thought behind more than 300 questions and answers, so that you'll always know what the interviewer is really asking and how you should respond. Packed with information on handling stress questions and weird interview venues, this book also teaches you how to keep your cool--and confidence--from the moment you step inside the building. With Knock 'em Dead Job Interview, you will finally be able to differentiate yourself from the competition and score the job!

Tells how to locate employment opportunities, rejuvenate a job hunt, answer difficult interview questions, negotiate salary levels, and handle executive job-search firms.

Being highly qualified for a job isn't enough to get the competitive edge in today's job market - a candidate needs to ace the interview as well.

Career planning expert Dawn Rosenberg McKay gives you the best answers to more than 200 of the toughest interview questions, such as: What are your long-term goals? How do you handle failure? What does success mean to you? Why did you leave your last job? From preparing for the first interview to polishing existing skills, this book arms you with the knowledge of what to say and how to say it, giving you the advantage over competitors and the confidence to succeed.

A Career Coach's Expert Guide on How to Answer the Top 20 Interview Questions Your resume got you in the door or someone referred you to the perfect job. That is great! But, all of a sudden that sinking feeling begins to set in because the interview date is fast approaching. You wonder what questions are going to be asked, how to best represent yourself, how to prepare, how to reduce your anxiety, how to follow-up. How do you get job interview ready? Katie Weiser's Answers to the Top 20 Interview Questions will help you to: Understand the interview process (interview formats, methods, questions, research). Know what you offer (strengths, brand, what you bring to the role). Capture your success stories using the STAR method. Know in advance what the Top 20 questions are so you aren't struggling for answers. Gain insight into why the questions are asked. Read examples of actual client answers that got them the job. Create your own answers on the free downloadable fill-in-the blank COMPANION GUIDE ANSWER TEMPLATES for each of the Top 20 questions. Reduce stress and become more confident in your interview. The time you devote to reading this book and crafting your own answers will provide you with a winning approach to make you a top candidate.

The Job Interview Phrase Book

Keys to the C Suite

A Manager's Guide to Effective Interviewing

The Best Answers to the Toughest Interview Questions

Knock 'em Dead - Secrets & Strategies for First-Time Job Seekers

Resumes For Dummies

Knock 'em Dead Resumes

"A killer resume gets more job interviews."

Originally published: Why you? London: Portfolio, an imprint of Penguin Random House UK, 2014.

Featured on US News & World Report Take control of your job search, career, and life! New York Times bestseller Martin

Yate has helped millions of job seekers improve their job search and career management tactics, changing their lives forever. Featuring his unique, time-tested methods for achieving professional success, this brand-new edition provides you with the tools you need to win your next job and successfully navigate the twists and turns of your entire career. With details on everything from connecting on LinkedIn to finding the right job to accepting an offer, Yate shows you where today's employment opportunities are and how you can develop the skills and values that employers are looking for. You'll also learn how to: Create resumes that get results Maximize social networks to quadruple interviews Turn those job interviews into job offers Negotiate the best salary and benefits package With *Knock 'em Dead 2016*, you will land your dream job and be better prepared to navigate the twists and turns of a long career.

For twenty-five years, bestselling author Martin Yate has been helping job seekers land their ideal positions. Now, you get it all in one place—everything you need to write the perfect cover letter and resume, plan and execute the most effective job search ever, ace the interview, and negotiate a great job offer. Inside this comprehensive kit you'll find: *Knock 'em Dead: The Ultimate Job Search Guide* The book that started it all and is still the most important and timely manual for planning your job hunt. *Knock 'em Dead: Secrets and Strategies for Success in an Uncertain World* Experts from the top ranks of the job search industry tell you how applicants look from the other side of the desk. And they give you the essential clues about how to make your job search foolproof. 150 *Knock 'em Dead Job Interview Flash Cards* Helping you approach each question in the interview by figuring out what the interviewer really wants to know. *Cover Letters/Resumes CD* 200 samples each of great cover letters and resumes, designed to grab a hiring manager's attention and keep it. Put all this together, and you've got a *Knock 'em Dead* job search as only Martin Yate could prepare it. Get ready to step off the unemployment line and into your dream job.

With *Great Answers to Tough Interview Questions*

The Resume and Cover Letter Phrase Book

101 Job Interview Questions You'll Never Fear Again

Cover Letters That Ked (5th)

What to Write to Get the Job That's Right

Java/J2EE Job Interview Companion

1,001 Phrases You Need to Get a Job

Completely updated with new material, this bestselling job search guide can help you keep up with changes in the job market—from updating the language of your resume to using social media networking to make professional connections that are essential in finding new employment opportunities. For more than thirty years, Martin Yate's *Knock 'em Dead* series has helped millions of people succeed in their job search and has continued to be one of the most powerful in the field, constantly meeting the challenges of the modern marketplace. In *Knock 'em Dead*, you'll learn to create a resume that works, build strong profession-relevant networks, and develop street-smart strategies for getting more interviews and learning how to turn those job interviews into job offers. More than a job-search guide, you'll have a blueprint for becoming more successful, while gaining the ability to control your professional destiny and your economic security. This unique book gives you a practical, thoughtful, and carefully integrated new approach to successful career management in an age of uncertainty. Rather than a series of canned answers, this book is your gold standard for job change, professional growth, and a successful and fulfilling life.

Expert advice on building a resume to get the job you want! Your resume is the most important financial document you'll ever create. When it works, so do you. Drawing on more than thirty years of experience, bestselling author Martin Yate shows you how to write a dynamic, effective resume that: Stands out in a resume database Builds a strong personal brand employers will want on their team Passes recruiters' six-second scan test Speaks to exactly what employers are looking for The new edition of this classic guide includes dozens of sample resumes as well as cutting-edge advice on resume-writing tactics. With *Knock 'em Dead Resumes, 12th Edition*, you'll grab employers' attention--and score the job you want.

At some point, most people have been caught off guard by tough interview questions. This book helps readers take charge of the situation! In *Acing the Interview*, the employment expert Dr. Phil called "the best of the best" gives job seekers candid advice for answering even the most unexpected questions, including: * You really don't have as much experience as we would like -- why should we hire you? * How many hours in your previous jobs did you have to work each week to get everything done? * What do you consider most valuable -- a high salary, job recognition, or advancement? The book also arms readers with questions to ask prospective employers that could prevent their making a big job mistake: * What would you say are the worst parts of this job? * What are the major problems facing the company and this department? * Why aren't you promoting from within? Taking readers through the entire process, from the initial interview to evaluating a job offer, and even into salary negotiation, *Acing the Interview* is a no-nonsense, take-no-prisoners guide to interview success.

Is your job search stalling out after you submit a resume but before you're offered an interview? With reinvented recruiting technology, unmanageable millions of resumes choking employer databases, and government mandates in the name of diversity, a gigantic change has occurred in the recruiting world over the past several years—and it demands a fresh look at how you write and market your resumes. Whether you're entering the job market for the first time, changing jobs, or changing careers, *Resumes for Dummies, 5th Edition* will show you the ropes and rules for a new era in recruiting and job finding. With 85% new content added since the previous edition, this up-to-date guide gives you the very latest strategies on how to create, and more importantly, distribute your resume in today's new job search environment. You'll learn: Why most generic online resumes fail How to customize resumes for each job opening New quick ways to find the right jobs How to use meta search engines to your advantage Why both digital and print versions of resumes are still needed How to use resumes interactively The resume basics that still knock 'em dead How to create resumes for your life's changing phases What to do after you send them your resume With a wealth of sample resumes—organized by industry and career field, experience level and age, and special circumstances—along with tips

on choosing professional resume help and other valuable resources, **Resumes for Dummies, 5th Edition** will help you get noticed in a universe saturated with billions of resumes and more on the way.

Proven Tactics for Successful Employee Selection

Conquering the Job Interview Process

Knock 'em Dead Job Search Kit

The 'Hire Me' Words that Set Your Cover Letter, Resume, and Job Interview Apart

I Got My Dream Job and So Can You

Your Ultimate Resource for Landing the Perfect Job

An Inside Look at what Employers Really Want

400+ Java/J2EE Interview questions with clear and concise answers for: job seekers (junior/senior developers, architects, team/technical leads), promotion seekers, pro-active learners and interviewers. Lulu top 100 best seller. Increase your earning potential by learning, applying and succeeding. Learn the fundamentals relating to Java/J2EE in an easy to understand questions and answers approach. Covers 400+ popular interview Q&A with lots of diagrams, examples, code snippets, cross referencing and comparisons. This is not only an interview guide but also a quick reference guide, a refresher material and a roadmap covering a wide range of Java/J2EE related topics. More Java J2EE interview questions and answers & resume resources at <http://www.lulu.com/java-succes>

Appearance. Performance skills. Confidence. All are winning – and attainable – traits that will help you land the job you want. You can acquire these skills by perusing *Job Interviews For Dummies*. This revised edition incorporates a multitude of updates and covers all the bases in getting employers to say, "You're the one!" Written for all job seekers – new entrants, midlevel people, very experienced individuals, and technical and non-technical job seekers – *Job Interviews For Dummies* is packed with the building blocks of show-stopping interviews. These range from strategies and techniques to sample dialogue and research tips. Interviewing for a job is kind of like a stage performance, and if you want metaphorical standing ovations, then follow the guidelines offered in these pages. In this book, you'll explore the basics of interviewing, from how to dress to how to answer all sorts of questions – questions about you, your interest in the company, your experience, your education and training, your skills, your age, and questions they shouldn't ask but sometimes do anyway. You'll also uncover information about Practicing for your interview, and why it's so important Recognizing the mind games of job testing Wooing reviewers who give you references Identifying various interviewing scenarios you should expect Answering questions to sell yourself. Understanding the new interviewing technology, such as telephone interviews and video transmissions. On the stress scale, interviewing for a job ranks with making speeches before a vegetable-throwing crowd. Stress is such a big issue that some interviewees take tranquilizers or beta blockers to reduce it. A better way exists: Master the job-interviewing process. Get the winning ways down pat, and you'll have a special kind of insurance the rest of your working days. This guide can help.

Find the right words for the best job! It's not enough to have the talent and experience to land the right job—you have to be able to put that talent and experience into words. With just the right phrase, you can highlight your achievements in your resume, make the cover letter pitch that sets you apart from the crowd, and underscore your unique skill set in the interview that lands you the job. In *1,001 Phrases You Need to Get a Job*, employment gurus Nancy Schuman and Burton Jay Nadler show you how to walk the walk and talk the talk you need to win the job you want.

"In today's marketplace it is critical that you stand out in a crowd." --Eric Winegardener, Vice President, Monster Worldwide In today's tightening job market, the interview is a key stage. But too often in job interviews, candidates freeze and can't find the words they need to make the best impression. Now this clear, concise guide shows the best way to answer all the essential questions, such as: How do you get along with others at work? "I value good support from my coworkers . . ." Where do you expect to be in five years? "Working for this company in a position of responsibility . . ." What motivates you? "I like working on a project all the way through, from conception to . . ." How do you manage your time? "I put aside the start of the day for major projects, and then . . ." How do you solve a problem? "I start by looking at all the possible causes . . ." Also included: A breakdown of phrases by industry, giving you a leg up in some of the best job markets in today's economy. In a competitive market, interview skills are among the most important advantages job seekers can have. This book shows you how to hone those skills for success--one word at a time.

Great Answers to Tough Interview Questions

Knock 'em Dead Job Interview

The Quick and Complete Guide to a Winning Interview

A Complete Guide with the Possible Questions, the Best Answers and the Skills Needed to Get the Job of Your Dreams and Have a Successful Life

Acing the Interview

Knock 'em Dead Cover Letters

60 Seconds and You're Hired!: Revised Edition

When he was only 21 years old, Pete Leibman landed his dream job working in the front office of the NBA's Washington Wizards. He went on to become their number one salesperson for three straight seasons and was promoted to management in under two years. In this encouraging guidebook, Leibman shares his proven and simple system for career success. You'll learn how to: think big and identify what

you want from your career; network your way past corporate gatekeepers; impress highly influential people in any field; land interviews for jobs that aren't posted; sell yourself on paper, online, and in person; and get hired faster and with less effort. Filled with the inspiring success stories of other young professionals, creative strategies for leveraging social media, and the five secrets that will skyrocket your earning potential once you are hired, *I Got My Dream Job and So Can You* provides you with the tools and confidence to overcome the discouraging job marketing and start climbing the ladder to success.

Johnny Bianda is a man with a dream. He wants to own a boat off the coast of Florida and he only needs \$186,000 to buy it. He steals the money from his firm, knowing that one day they'll notice and one day they'll kill him for it - after all, it is the Mafia. But for Johnny Bianda, the risk is worth taking and he knows it will be at least a year before they catch up with him.... Unfortunately for Bianda, the knock on his door comes sooner than he thinks.

Offers advice on writing a professional-looking cover letter that complements the accompanying resume and draws attention to the job applicant, and includes guidance on resumes, interviews, and job hunting.

Fully revised and updated—the must-have guide to acing the interview and landing the dream job, from “America’s top career expert” (The Los Angeles Times) *60 Seconds & You're Hired!* has already helped thousands of job seekers get their dream jobs by excelling in crucial interviews. America's top job search expert Robin Ryan draws on her 20 years as a career counselor, 30 years of direct hiring, and extensive contact with hundreds of recruiters, decisions makers, and HR professionals to teach you proven strategies to help you take charge of the interview process and get the job you want. Brief, compact, and packed with insightful direction to give you the cutting edge to slip past the competition, *60 Seconds & You're Hired!* is here to help you succeed! This newly revised edition features: • Unique techniques like "The 60 Second Sell" and "The 5-Point Agenda" • Over 125 answers to tough, tricky interview questions employers often ask • How to handle structured or behavioral interview questions • Questions you should always ask, and questions you should never ask • How to deal effectively with any salary questions to preserve your negotiating power • 20 interview pitfalls to avoid • Proven negotiation techniques that secure higher salaries - and much more! “Robin Ryan has the inside track on how to get hired.” –ABC News

Get That Job

How to Ask and Answer the Questions That Will Get You the Job

The Everything Job Interview Question Book

Knock, Knock! Who's There?

ACE the IT Resume

The Things to Say to Get You the Job You Want

No-nonsense Cover Letters

Features advice for first-time job seekers on finding employment and building a professional career, addressing such topics as résumé writing, interviewing, negotiating, advancing within a company, and changing jobs.

Ace The Job Interview And Land That Dream Job Now! Are you a new graduate looking for your first "real" job? Are you a desperate job seeker who's being invited to interviews but never getting the job? What you need is a solid strategy for your job interview. Your CV is just a part of the job hunt. No matter how polished it looks and how awesome your work experience is, you'll be rejected if you bomb the interview - for example, by showing up late, coming unprepared or having no good questions to ask. On the other hand, it's possible to have a modest CV but still land the job. So... how do you impress your future employer during the interview? This book will walk you through all the steps of preparing for a job interview - no matter if it's your first or twentieth one. There are practical step-by-step exercises with questions and answers to fill out - go through them every day to make your preparation truly bulletproof! Here's a sneak peek of what you'll learn: The most important mistake that job candidates make in the interview - and how to avoid it! How to prepare your mindset for a successful job interview The secret psychological weapon that will melt any recruiter's heart! How to impress the recruiter with smart questions How to answer the most frequently asked questions What to do after the interview The fine details: what to wear for men and women, when to arrive, what to bring, and much more! If job interviews have always been a stressful and unpleasant experience for you, you're not alone. The recruiting process can be very stressful and anxiety-triggering. However, following this simple and practical guide will change your mindset and open amazing job opportunities in front of you! Are you ready to become the best candidate for your dream job? Then Get Your Copy Now!

If you're stuck in a dead-end job, afraid to transition into something bigger and better, not knowing what your next move should be, or just terrified going on job interviews, then I have the solutions for you. So, if you are ready to unlock those doors of uncertainty, fear and confusion, please read on. You're just one key away from success! We are here, ready, willing and able to help you Navigate and Execute Your Executive Career Path Success with the Keys to the C Suite...

If you are like 99.9% of all other professionals, you have less experience turning job interviews into job offers than you have with any other essential professional skill. Knock 'em Dead Job Interview will turn this weakness into strength, giving you a set of invaluable skills that you will still be using to sustain your professional growth and stability throughout the balance of your career. You'll learn how to prepare for job interviews and pick up tips for answering over 300 of the most frequently asked interview questions, including behavioral questions. You won't get canned answers, but rather an explanation of the thinking behind each question, and a preparation methodology that ensures you'll always know how best to answer truthfully and effectively. With answers to hundreds of questions, every page is packed with tips and tactics that will work for you at any job interview. You'll learn how to prepare psychologically for interviews, how to turn phone interviews into face-to-face interviews, and how to dress for success on the big day. You'll learn how to follow up effectively and negotiate the best possible job offers, and you'll also get 100 questions to ask that help you evaluate both the job offer and your potential new boss. With no filler and never a word wasted, Knock 'em Dead Job Interview shows you how to turn job interviews into job offers and paychecks, increasing your professional success and financial stability. This is advice that you'll value for a lifetime, could you use it?

Knock 'Em Dead 2016

Cover Letters and Strategies to Get the Job You Want

The Essential Guide to Creating Attention-grabbing Cover Letters that Get Interviews & Job Offers

How to Say It on Your Resume

A Top Recruiting Director's Guide to Writing the Perfect Resume for Every Job

A Rock & Roll Life

The Everything Practice Interview Book

Knock 'em Dead Job Interview *How to Turn Job Interviews Into Job Offers* Adams Media

You cannot manage productive without first hiring effectively, yet the odds are no one has ever taught you this most important of all management skills. Yates gives you intelligent strategies and practical tactics that can deliver successful hires every time.

Cover letters that get noticed, get read, and get the interview! In the newest edition of his classic cover letter guide, job search expert Martin Yate shows you how to dramatically increase your chance of landing an interview. The key, as Yate explains, is to use language drawn from the job posting itself, words that will send your application to the top of database searches. In this completely updated guide, you'll find numerous sample cover letters, along with Yate's tried and proven methods to: Determine relevant keywords to get attention--and use them effectively Clearly display your personal brand and the transferable skills you bring to the job Find the right contact information that gets your material in front of decision-making managers and recruiters Use social media sites such as LinkedIn to create an effective online profile and build professional and personal networks With Martin Yate's expert advice, you'll create unique and compelling cover letters that will grab employers' attention and get you in the door!

Offers tips on how to analyze the strengths and weaknesses of a job candidate through an interview.

The Ultimate Job Search Guide

A Killer Resume Gets MORE Job Interviews!

Knock 'Em Dead (2005)

Job Interviews For Dummies

Knock 'em Dead 2017

Resumes that Knock 'Em Dead

Wild Tales

If all prospective interviewees get hold of a copy of this book its going to make the competition that much tougher. ` EDUCATION AND TRAINING 'Some excellent tips on how to answer potential clangers' COSMOPOLITAN 'The best book on job-hunting generally' FINANCIAL TIMES The best-selling job-hunting book of all time that no serious job seeker should be without: this new edition of Great Answers to Tough Interview Questions blows the competition away. This book and cassette slipcase edition will take you through the whole job-hunting process, from putting your CV together to negotiating your salary to the most dreaded interview questions. You'll find plenty of the tough, sneaky, mean and low-down questions that interviewers love to throw at you, such as: Why should I hire you? What are your outstanding qualities? Why do you want to work here? What is your greatest weakness? How much money do you want? Great Answers to Tough Interview Questions gives you the best answers to these and many more, and even deals with the worst you can expect in 'The stress interview'. With additional references to e-mail and the Internet, you'll find it indispensable. Whether you are trying to land your first job, returning to the workplace or looking to take another step up the career ladder, Great Answers to Tough Interview Questions will give you all the guidance you need to win your dream job.

An insider shows how to tailor a résumé that sets applicants apart from a sea of candidates. Recruiting director Brad Karsh has worked with thousands of misguided job seekers. Now he?s putting his experience into print, with step-by-step guidelines to improve the wording, content, and format of any résumé. Knowing how employers choose candidates, the author shows how to make a résumé stand out. Whether readers are looking to make a career change, re-enter the workforce, find a first job, or acquire an internal position, Karsh demonstrates how to transform any résumé?and get results. Includes advice for: ? First jobs ? Re-entering the work force ? Applicants who have been laid off ? Career changes ? Older applicants ? And more

A founding member of the iconic bands Crosby, Stills, Nash & Young and the Hollies shares the story of his life from his youth in post-war England through his creative relationship with Joni Mitchell and his enduring career as a solo musician and political activist.

Outlines the best answers to key job-interview questions, presenting sample responses to frequently asked questions and offering tips on how to handle a critical job interview.

Make the best impression - and get the job you want!

Resumes and Cover Letters to Get You Hired

Hiring the Best

This is how to Get Your Next Job

7 Steps to Creating Your Ideal Career After College

How to Turn Job Interviews Into Job Offers

Create a first-rate resume that will get you hired in IT Stand out in a crowd of IT job applicants by creating and submitting a winning resume and cover letter with help from this practical guide. Fully revised and updated for the latest trends, technologies, and in-demand jobs, Ace the IT Resume, Second Edition reveals how to best showcase your IT skills and experience. You'll get tips for adapting your resume for different formats, using the right keywords, and getting your resume in the hands of the hiring manager. With an encyclopedia of sample resumes, job descriptions, and resume strategies, this is your must-have guide to landing a great IT job. Present your skills, experience, and education in the most effective format Optimize your online resume Customize your resume based on the job you're seeking Write compelling and relevant cover letters Avoid common pitfalls and analyze your resume for errors Discover ways to quickly get hands-on experience Network with IT professionals to make connections

Offers advice on how job hunters should present themselves to potential employers.

In today's competitive job market you need to stand out - for the right reasons. Canned answers won't work, nor will "winging it." You need to be both authentic and strategic to convince the employer you're "the one." This brief, encouraging interview guide offers a simple, smart approach to interview preparation. Get That Job! is packed with all you need to get ready for the best interview of your life. Through proven interview tips and step-by-step instructions, you will learn to: - Know and communicate the unique strengths that make you the right person for the job. - Realize why employers ask many of the most common interview questions - and how to answer with confidence. - Succeed with video interviews, behavioral interviews and panels. - Build an arsenal of success stories - more than you think you have! - Ace every step - from the first screening to accepting the offer. "A practical guide to authentic, well prepared interviewing, Get That Job! offers an abundant tool kit of resources - including smart tips on answering the challenging questions every job seeker is sure to encounter. Kudos!" - Marie Zimenoff, Director of Career Thought Leaders and the Resume Writing Academy "Thea Kelley has packed a wealth of interview wisdom into a concise and very readable guide that can transform your interviewing skills. The advice is sound and the explanations are clear. Read it, act on it and get the job you want!" - Wendy Enelow, author of Modernize Your Resume and Modernize Your Job Search Letters "Thea Kelley has done a great job of pulling together all the relevant material to help job seekers navigate through the opportunities and pitfalls of the interview process. The plentiful examples make the concepts easy to grasp. I enjoyed reading it and I believe it will be enormously helpful to its readers." - Dilip Saraf, Career Coach and author of Conquering Your Workplace and The Seven Keys to a Dream Job