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Part 1 defines the résumé and CV, and teaches readers how to use a personal profile template to develop their most effective personal history. Much detail is provided on designing the résumé as well as creating the perfect cover letter. Suggestions for acquiring letters of recommendations also is addressed.

PART 2 – Job Hunting

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Part 2 provides information on the tools and options available for effective job seeking, and how to submit your résumé to get the job you want.

PART 3 – Effective Interviewing

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Part 3 prepares the writer for what to expect during the interview and how to determine if the job is the right match for the person and the company. Post interview recommends tasks and responsibilities after the interview.

This book provides valuable guidance on how to effectively shape your career by creating the perfect résumé, tracking down the right job, and interviewing professionally to get the job you have always wanted. *Gainfully Employed* is designed for both those entering the workforce for the first time as well as professionals with years of work experience wanting to get a new job—or a new career. *Gainfully Employed* guides job seekers through the résumé development process, job search tactics, and interviewing tricks. Readers will learn what it takes to get the job of which they have dreamed.

Whether you're looking for your first job or have been working for years, *Gainfully Employed* provides much insight on everything from how to use a personal profile to develop a professional history to asking the right questions during an interview to ensure that you are a good match for the job. Inexperienced job seekers will learn how to find the job that is right for them, present their newly designed résumé tailored to the job, and conduct themselves face-to-face in the most professional manner. Experienced job seekers will gain more knowledge in redesigning their current résumé to be more effective, searching for jobs in venues of which they previously were unaware, and using their experience to look for red flags during an interview or to assure the interviewer that they are right for the job.

Foreword by Norma Eiman, President, Houston/Gulf Coast Chapter International Association of Human Resources Information (IAHRI)

We get a great deal of meaning in our lives from having satisfying careers—where we can both learn and create. The career satisfaction achieved by implementing changes that benefit others or developing a department can't be achieved unless you first get acceptance—first get hired for that job. The most perfect job of all doesn't come about by simply falling into it. You must have a certain set of requisite skills, and the organization where you are applying must have a need for those skills at the time when you are searching. The best fit is actually when you have to stretch a little to fill the role. That stretching is growth for your spirit and your mind, and you get a thrill and are deservedly proud when you meet the challenge.

Work can be great fun when we perceive the value of our contribution and are recognized, respected, and rewarded for it. Finding the right job is a job in itself and requires persistence and a thorough plan. There is an abundance of books that tell how to write résumés or encourage a job seeker to evaluate various career options. In this book Gary Michael Smith has provided another valuable text for the job seeker. It is a complete guide covering the entire job-hunting process from writing an effective résumé to negotiating compensation and benefits for that new job. Full of many useful suggestions, this text will be very valuable to both the newly degreed candidate seeking their first position or the career veteran in search of a replacement position following a corporate outsourcing effort.

Advice about consulting and independent contracting presents other career strategies, and a section on the retiree who returns to work gives some excellent Internet sites for researching both jobs and careers. One of the most effective chapters covers the questions the applicant needs to have in mind to ask at an interview. By reviewing these questions in advance, the job seeker can be more effective in researching the job and company prior to the interview and be prepared to ask discerning questions that show interest in the organization as well as respect for the job responsibilities. I especially appreciated the message about “closing the sale” as a way to conclude the interview—definitely a powerful message.

You will not be disappointed in having selected this well-organized text on the job search process. I wish the best of luck to you in your efforts to update your résumé and find a more rewarding career.



About the Author - Gary Michael Smith is a writer, educator, and lecturer based in New Orleans. As a former résumé writing franchise manager, he has written hundreds of résumés for job seekers ranging from minimum wage hourly workers to six-figure salaried professionals. Mr. Smith has lectured to state Department of Labor staff as well as university students on the topics of skillful résumé writing, methodical job seeking, and effective interviewing techniques. He has helped many find their perfect job.

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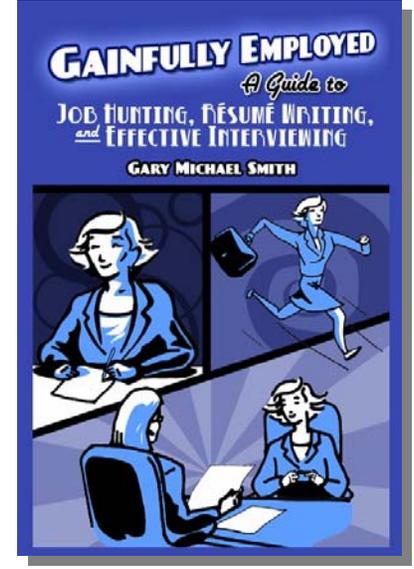
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