



The Ultimate Job Hunter's Guidebook

By Susan Greene, Melanie C.L. Martel

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Offering concise coverage of essential job-hunting and career strategies, this flexible, how-to book can supplement any business course or serve as the foundation for a career development class. The Sixth Edition continues to focus on real-world applications through experiential exercises and hands-on activities designed for individual or group use. New material in this edition describes the latest online job and career development online sites and how to use them best. New chapter-ending Success Stories focus on individuals who've used their initiative to transition from one career to another. The authors employ a casual, student-friendly tone.

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Editorial Review

About the Author

Susan Greene is the owner and president of Greene Marketing and Advertising. She has been a professional copywriter and marketing consultant for over 20 years. She currently lives in Orlando, Florida where she specializes in writing corporate web sites and brochures. Throughout her career she has served as an adjunct professor teaching job hunting skills at various colleges and technical schools. Susan has a BS in journalism from Syracuse University and an MBA from Southern New Hampshire University.

Melanie Martel has been teaching college students about job-hunting since 1985. She has worked as career counselor, Liberal Studies Department Chair, and Associate Professor of English at New Hampshire Technical Institute. She has also worked with the New Hampshire Job Training Council, assisting job hunters of all ages, including recent graduates, women in transition, and retirees embarking on new career paths. In addition to co-authoring the *Contemporary Business Communication Study Guide* (Houghton Mifflin, 1994), Ms. Martel has written for several local newspapers and worked as a corporate trainer. Ms. Martel received her BA in English from Tufts University and M.Ed. from Notre Dame.

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