



VoTech Student's Guide to Job Hunting

J. Michael Farr, Merie A. Pavlicko

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VoTech Student's Guide to Job Hunting is an invaluable resource created by one of the top career and job search authors in the country. It covers all major topics needed for exploring career options and conducting a results-oriented job search. It takes the approach of assessment, allowing the student to discover what their combined interests, values, and abilities lead to from a job perspective. Once the student has these options in mind they can review more than 260 major jobs as described in the U.S. Government's Occupational Outlook Handbook to determine the best career path. It is written at a level that is accessible to a diverse population, and the concepts are presented in concrete ways with a to-the-point style. The student will benefit from the many in-book activities. Additionally a "DataMinder - A Portable Job Search Assistant" included to help the track their progress. The thorough Instructor's Guide provides group activities, discussion topics, and suggested homework and is an essential part of the book's success. All aspects of a precise job search are included in this working text from resume building to interview skills, and students will appreciate the down to earth writing style. If you use this product, you will find the right job.

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