



# The Unofficial Guide to Acing the Interview

By Michelle Tullier

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## The Unofficial Guide to Acing the Interview By Michelle Tullier

In the United States, over 131 million people are in the job market. With the work force expected to grow 11 percent by 2005 to more than 147 million jobs, candidates need a hard-hitting guide that will set them apart from the competition. In addition, readers already employed need to keep up-to-date on current trends in interviewing strategies, practices, and techniques. This no-nonsense guide provides in-depth coverage and proven methods that sell job hunters even to the toughest interviewer. *The Unofficial Guide to Acing the Interview* arms job hunters with winning strategies that help them:

- Get noticed with attention-grabbing cover letters and resumes
- Successfully research the employer, including industry issues, trends, and problems
- Smooth problem areas such as employment gaps
- Get the salary they want
- Answer even the most offbeat questions
- Follow-up successfully to ensure a second meeting

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### **Editorial Review**

#### **From the Back Cover**

The inside scoop...for when you want more than the official line! Whether you're a recent college graduate looking for your first job or a seasoned professional ready to change careers, you're probably still frightened by the prospect of an interview. No matter how impressive your credentials, no matter how brilliant your resumé is, it's your interview that can make or break your job application. You want to know the best ways to maximize your assets and minimize your shortcomings. You want to know how to dazzle a prospective employer and beat out all of the other applicants. You want the inside scoop. The Unofficial Guide™ to Acing the Interview gives you a foolproof appraisal of which techniques work and which don't—with unbiased recommendations that are not influenced by any company, product, or organization. This book, like every Unofficial Guide,™ is intensively inspected by the Unofficial Panel of Experts, a team of highly respected experts in the fields of career consulting and human resources. They ensure that you are armed with the most up-to-date and reliable insider interview tactics and are told exactly what the Official establishment doesn't want you to know. Vital Information that other sources can't or won't reveal—from how to research a company to what to wear on your interview. Insider Secrets from career consultants, human resource directors, and other staffing professionals—and successful job candidates who've learned how to succeed on an interview. Money-Saving Techniques that help you prepare for your interview without having to take a part-time job to subsidize your job search. Time-Saving Tips to help you speed through everything, from producing your resumé to setting up your interview appointments. The Latest Trends in personnel management and interview techniques, so you'll know exactly what to expect when you walk in the door. Handy Checklists and Charts that help make mapping out your interview strategy stress free. visit us on-line at [www.idgbooks.com](http://www.idgbooks.com)

#### **About the Author**

L. MICHELLE TULLIER, PhD, has been a trusted career counselor to job seekers for two decades and is Vice President of Career Consulting for Right Management Consultants, a leading career transition/outplacement firm with more than 330 offices worldwide. She writes and edits for professional journals, speaks at national conferences, and has been frequently quoted in the media.

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