

Career Opportunities

How To Land Your Dream Job

(NAPSA)—In today's highly competitive job market, you need any advantage you can get to land that dream job. It's important to learn what human resources people are looking for and what strategies you can use to get ahead. These may not be what you think.

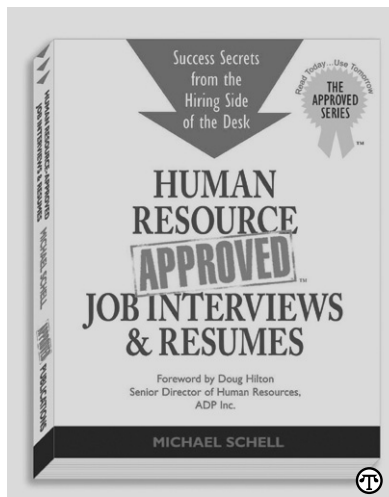
For example, you can make use of old newspapers to find jobs that may have been filled a long time ago by someone who's either left the position and moved on—or jobs that weren't filled by companies that are looking harder and harder.

This is one of many tips from a new book of advice for the job seeker. "Human Resource-Approved Job Interviews & Resumes: Success Secrets from the Hiring Side of the Desk" (Approved Publications, www.approvedseries.com \$19.95) features practical tips from 65 top HR professionals on the best ways to land a job. They offer bite-sized practical secrets so you know what employers really think about cover letters and resumes, and why they don't call back.

The book offers an inside track on the hidden job market, job search strategies that work, cover letters and resumes that get you in the door, the right answers to tough interview questions, non-invasive follow-up and the top 11 mistakes that job hunters make.

In this book, you'll learn:

- Two things you must do before the interview other than



A new book shows you job search strategies that really work.

shower and brush your teeth

- Five things that guarantee you won't get the job
- The number-one resume format
- How not to answer the toughest questions
- The secrets of the hidden job market
- What HR experts look for in cover letters
- How body language can make or break you in an interview.

With advice from the HR departments at such companies as ADP, Siemens, Panasonic and Marriott Hotels, "Human Resource-Approved Job Interviews & Resumes" is an invaluable aid to anyone looking for his or her next job.