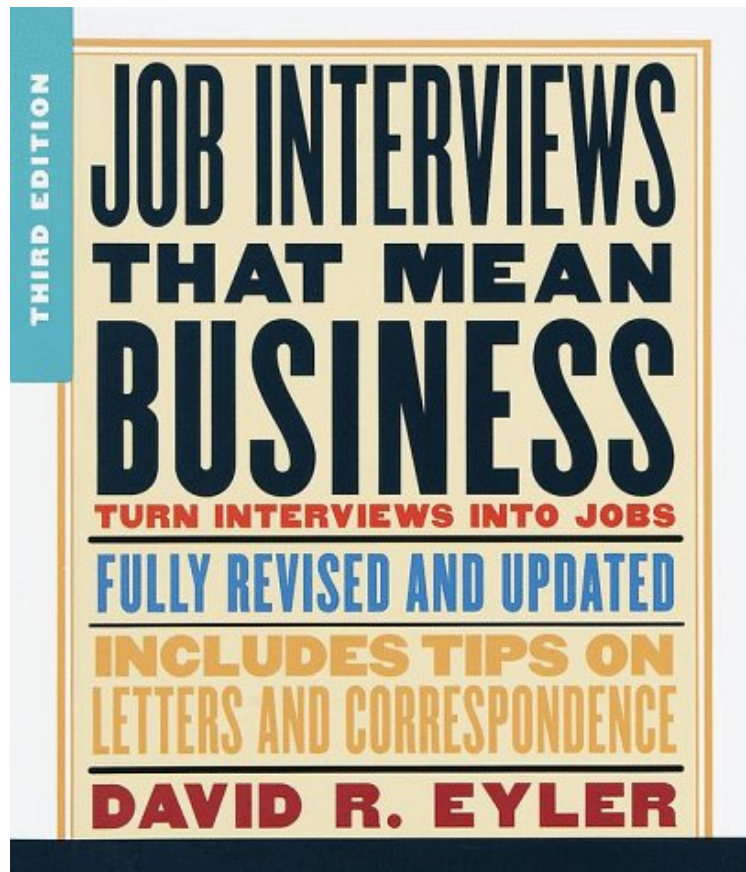


Job Interviews That Mean Business: Third Edition

David R. Eyler

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Learn how to:
Use the Internet and other sources to find job postings and research companies
Prepare and present yourself for the interview
Control the entire interview cycle so it is a presentation of your assets
Follow up effectively
Negotiate best salary and terms of employment
Includes up-to-date information on:
Using the Internet and other new technology
Job applicants with special needs: older workers, recent graduates, mid-level career changes
Also included:
Practical interview advice: how to control the interview, deal with difficult questions, address past experiences and more
Case histories illustrating specific situations
Sample cover letters
About the Author
David R. Eyler, Ph.D., is the author of eight books on career and business topics. He has a Ph.D. in personnel administration and was an executive recruiter for six years and a college counselor and dean for ten years. He is a retired Air Force officer and a senior staff member at the American Association of State Colleges and Universities in Washington, D.C.