How to Find a Job When

"Nobody's Hiring!"

Your Guide to Finding a Job Fast!

(You May Freely Give this Book Away to Anyone You Like.)

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You May, However, Give This eBooklet Away to Anyone You Like!

Thank You,

Bill Hanover

Author: "How to Find a Job When "Nobody's Hiring!" © 2007

Introduction

Dear Friend,

Most likely one of your friends sent you this eBooklet (or a link to the website,) because they thought you might appreciate it. What a great friend!

It's not for sale, and is currently being given away as a free bonus inside a full-length eBook I wrote and have been selling online for some time now called "No Sucking-Up! How to Win the Job Promotions You Deserve." (If you're looking for a job promotion, this book will teach you the tips and tricks to getting one fast.)

Maybe you're not looking for a job right now, but chances are you will be sometime in the near future. *On average, Americans change jobs every 2 ½ years!* Things have really changed since our parent's and grandparent's days. They used to hire into a company, work there for 30 or 40 years, and then retire. That is very rare these days to say the least!

Even more interesting, *it normally takes 1 month of job searching for every \$10,000.00 of annual income you expect to earn.* So, if you want to make \$60,000.00 then you should plan on around 6 months of job searching to get that level of income. I've personally seen my friends experience this and it isn't pretty!

Six months is just too long, especially if your job ends abruptly! Who can go 6 months without income? Not many people that I know of. That's why I wrote this guide. If you need a new job, or just want one, you want it as fast as possible.

Just like most anything else, there are shortcuts you can take so you can be back on your feet fast, or earning even more money with a lot less downtime and annoying and stressful job hunting.

Many of the tips are "basic," even just good common sense. Others are creative and maybe even a little unusual, and your own creativity can help you take job searching to the next level.

I've put a lot of time and effort into putting this information together and have put some links to fantastic job related resources on the **bottom of every page** for your convenience. You're literally one click away from having some great expert help and resources at your fingertips.

Basically, I've done the research for you so you don't have to. All of the resources are "top notch" and *give away tons of free information and help*. Most of them also have paid services or products that you can sign up for as well. Either way, they will give you the edge you need through the power of the internet.

Just think of it, now you can blast your resume to thousands of potential employers or search for jobs anywhere in the world in just minutes without ever leaving home.

I sincerely hope you find this information helpful, and invite you to share it with anyone you like. We're all in this together!

All the Best to You & Yours!

Bill Hanover

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Even when "nobody's hiring" many companies are still hiring; it's just a matter of knowing where to look.

The common lament of the young and unemployed person is "I've looked everywhere and nobody's hiring!" Maybe that gives people the excuse to take a break or somehow not feel bad about their joblessness. The truth is, 7 days a week 365 days a year, you can access the classified ads section of the local newspaper and find dozens, if not hundreds, of ads for jobs. They may not always be the jobs you want, but they are there none-the-less.

So the reality isn't "nobody's hiring" it's "nobody's hiring within the company I want to work for, or in the field I'm qualified in, etc." This is, however, a goldmine of opportunity for people who want to get their foot in the door of a company they could see themselves building a career with.

So you get hired as a maintenance person and learn about the company from the inside. You then move up through the ranks as positions open, and the rest, as they say, "is history." Literally millions of American success stories start with people working their way up through the ranks in companies.

The following list of resources and real life lessons are a great starting place if you are seeking employment. You're probably aware of most of the agencies or groups listed below, but there may be some you are not familiar with. I hope the stories and suggestions are useful to you in your job search process.



Job Hotlines

Call-in Job Hotlines are now common in many communities. They are offered by local governments, newspapers, cities, state agencies, paid employment services, and many private companies. They usually have a toll-free or local phone number and provide a quick reference to current job openings. *Some companies will list job openings on their hotlines without posting them anywhere else.* Find out if the company you are interested in has a hotline and check it often.

Online Job Boards/Ads

Many companies now list job openings on their corporate website and on more generic websites for easy viewing and a streamlined application process. Literally thousands of free classified ads also hit the internet almost everyday, listing open positions around the world. Here are a few places on the internet where you can see job boards for specialized jobs in specific professions and geographic locations. Many more cover virtually every type of job or industry you can imagine!

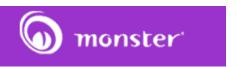
Nurse-Recruiter (Nursing Jobs Board)

CrunchBoard (High-Tech Jobs)

Miami Recruiter (Local Job Boards for Anywhere in the US)

Work in Sports (Sports Related Job Board)

<u>Club Jobs</u> (Jobs in Clubs: Golf Courses, Hotels, Dining, etc.)



Online Job Searches

Almost everyone is now familiar with Monster.com, Yahoo Hot Jobs, and maybe a few other online job search engines. These tools have literally changed the way people around the world find jobs. Most of these services are free for job seekers and offer professional help with resumes, career coaching, and tons of free articles. They also give you a sense of the job market and the limitless options you have. Here are a few to get you going:

Monster (Job Searches, Resume Posting, & Much More...)

Yahoo Hot Jobs (Job Searches, Resume Posting, & Much More...)

<u>6 Figure Jobs</u> (\$100K + Jobs Guaranteed)

Snagajob (Great Resource for Hourly Jobs)

Job.com (Job Searches, Resume Posting, & Much More...)

Vault (Start with the "Find a Job" Tab)

(Personally, I would recommend you sign up for each of these right now so *they* can start working for *you* immediately.)

Job Placement Agencies & Recruiters (including "Outplacement" if you have been laid-off)

There are a number of companies that will help you find a job for a fee. Many of them do not charge the job seeker anything, but require a fee of + or - 30% of your first year's annual wage as a commission from your employer. This is a common fee with professional recruiters. *Note in most cases, recruiters only get paid if you get hired. It is in their best interest to do all they can for you. You should, however, be aware that if you are not easily

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placed in a job, they may stop working on your behalf. They depend on "number & quality of placements" to make their living.

In the case of "Out-Placement" services where you have been laid-off or let go for some reason, your now former company, may pay the entire fee for this service. They will help you refine your resume, practice interviewing skills, send out applications, etc. Some community employment services also offer similar help at low or no cost to you. Just check the "Government" section of your telephone directory.

Company Bulletin Boards

Bulletin boards, especially in employee break rooms, can be a great source of job and insider information. Many jobs will be listed on these boards that won't be listed anywhere else. Some companies will not allow you to apply for these jobs because they haven't "gone-public" with them and are hoping to fill them with current employees.

The best way to see these semi-private job boards is to visit one with an employee friend. If that is not possible, than ask your friend or other contact to make a list of the jobs posted. In the past I have found that many companies will let you right in the front door and let you go to job board areas without much interest in what you are doing. Be careful to stay within the law and not violate company policies or decorum.

University Job Services

Colleges and Universities nearly always have some type of job placement function. In my experience, I have seen job postings for non-professional and professional jobs on dozens of bulletin boards scattered throughout every building of every campus I've ever visited. Many of the jobs are related to specific fields.

Some require degrees, but many do not. Often the jobs are of an internship nature, but that may be a foot in the door for you.

Along with bulletin boards, there are "Student Job Service" offices to help students find employment. I have seen three ring binders by the dozen advertising local, national, and even international job postings. *The listings are <u>not</u> just for students. Many of the jobs listed are posted as a matter of public record because businesses like the federal government are required to advertise most positions.

Feel free to take advantage of this resource and load-up on the various pamphlets and materials available. The university may even let you take full advantage of their facilities, training sessions, audio/visual resources, computers, and etc. If you're polite (and lucky,) they may even allow you to interview with prospective employers during periodic open house events.

Even if you are not currently a student you'll want to check out the "Job Search" function and other excellent services at:

College Recruiter.com

State Job Boards & Employment Services

Every state has at least one state-run employment service and all of these agencies now have an internet presence. A simple search on your favorite internet search engine will list the agencies nearest you. A few good keywords for your search include: (Name of your state i.e. Texas,) employment, .gov. Most of the agencies I have found have the ".gov" extension rather than ".com". Click HERE to see the Department of Labors' listing of the major "State Labor Offices."

Church Employment Services

Many churches can be very business-like when it comes to serving their members. Several have organized employment services for their members, and some for non-members as well. It's not charity to get work through a church program. They do what they can to support people becoming independent and self-sustaining after a job loss, injury, or even those looking to upgrade employment.

One way that churches help, is to introduce you to a member who is also a boss. Your church may go so far as to help you get training for a certain job. Ask questions of local clergy, leadership, clerks, etc. They will probably jump at the chance to help you.

These sites have great resources and are worth looking at even if you don't belong to any organized religion:

Provident Living.org

Christianjobs.com

Friends, Relatives, Neighbors, etc. . .

Friends and friends of friends and relatives can provide you with some great insider information about jobs. Don't be afraid to ask someone you know, or sort of know, about the possibility of job openings. Generally, I have found that people are very eager to give great advice and even insider information, when it comes to helping someone find a job. People feel proud and glad that they could help. Many people are nervous to offer help for fear that they will offend you in some way. You need to ask people what they know about job openings in your areas and make them feel comfortable that you truly appreciate their help.



Current Employer (The One You Are Leaving)

Hey, as long as you didn't "burn your bridges" the employer you are leaving can be a great resource to you. I have personally secured employment from a company I was leaving and they were very helpful. Several people from that company gave me names and numbers to call that really panned-out. Don't hesitate to ask; you've probably made some friends and will get some great references.

Past Employers

If you're out of a job and need to get working again fast, give a past employer a call. Usually people don't like to do this, but as long as you left on good terms, you stand a very good chance of getting rehired. Yes, it would be nice to be rehired with a raise or a new position if possible, but if all you need is a temporary job to get you by for a while until you find a better one, this is a realistic choice. There is no shame in getting back your old job. Obviously you must have done it well enough to be hired back.

The employer realizes if you left once you could leave again and so should you. You really aren't stuck if you view the job as a means to an end; the end is getting that new and improved job.

Trade Magazines, Newspapers, Print Ads & Articles

Trade magazines advertise many professional positions. I hesitate to list this source because if you're a member of a trade or professional group you are probably well-aware of this alternative. If this is a new source to you, understand that the jobs listed in trade magazines are often without geographic boundaries, meaning relocation may be a consideration. These magazines will provide you with a good feel for the job market in your field.

Most professions/trades now have an internet presence and offer tons of resources to members and website visitors.

Cold-Calling & Walk-Ins

Feel free to call companies and ask if they are hiring. Be careful to not become a pest. Many companies don't advertise their openings at all. They just expect a slow but steady flow of job hunters to be available as they need them. The calls will keep you up to date on their needs. Visiting companies to ask about hiring works well too. Though this can be annoying to secretaries, if you are polite, friendly, and genuine, it can be a positive experience, and you may become acquainted with a powerful insider. Some secretaries are major "power-brokers."

Go To the Job Site (Location)

When I was in my early twenties a new prison was being built near where I lived. I drove to the construction site and talked to a couple of guys. I got directions as to how to find the boss. I found the boss and he hired me on the spot.

There are a few reasons this technique worked:

- 1. He was short-handed because a couple of employees didn't show up.
- 2. I was dressed in work clothes just like the other men working there.
- 3. It was about 6:30 a.m. and he knew I had made the effort to drive the 30 or so miles to get there early.
- 4. I was enthusiastic and very willing to work.

5. A friend of mine was working for him and recommended me on the spot.

The main reasons I thought he might not hire me were:

- 1. I had almost no experience in the job he wanted me to do.
- 2. I was quite a bit younger than most of the men there.
- 3. I looked a little too clean-cut, sort of like I wouldn't be willing to get my hands dirty.

Any one of those three reasons would have been enough to turn him off, but I was there, and he needed me. And that is the moral of this story; *find an opportunity to be needed*.

For example, you hear someone on the radio, who is the manager of a department store, say something like "we are really being overwhelmed with customers and our lines are kind of long but we'll help everyone, please try to be patient with us." This does happen; businesses do get a bigger response to a sale than they anticipated. That's when you go check out the story in your clean, ready-to-work clothes and great attitude, and offer help. It's a long-shot but you may wind up with a job.

Talk To Everyone!

I know I sort of said this before, but it's worth repeating; talk to and ask questions of everyone! You'll be surprised what you can find out from simple little questions. Even when there has been a layoff in a company, a percentage of the workers, for whatever reasons, will get nervous and find another job before they can be laid-off. This actually leaves openings that must be filled.



Your mail carrier, doctor, neighbor, church members, and a whole host of others may be currently aware of opportunities for you. You really need to tap into what others know by asking direct, but not too invasive questions. Most people really do love to help.

Active References

References are the people whose names you write down on your application and resume, who claim to know you enough to talk about you in terms of how qualified you are for the job you're seeking. These people only help you in a real way if the interviewer calls them and talks to them about you for a while.

A better way to use your references is to have them call the interviewer at some convenient time and tell the interviewer about you. Even better still is to have each reference call with a semi-rehearsed, but general account of the kind of person you are etc.

Example:

* "Hello, Mr. Lund, I'm Jack Smith with McDonald's or the University or the Office of whatever, I understand that Tim Jensen is applying for work with your company. I would like to let you know that Tim has been one of the best managers or laborers or weed whackers (whatever) I've ever had and I highly recommend him."

Keep in mind all references don't have to be former employers.

Example:

♦ Hello, Mr. Lund, I'm Jack Smith, a neighbor of Tim Jensen's and a retired police officer. Tim has told me that he is





applying for work in your company. I have known Tim for a number of years and must admit I am truly impressed with him. From his beautifully clean home and lawn, to his service in his church and community, I believe you would really be glad to have Tim in your company," etc.

Note:

When applications ask for the name and title of your supervisor, what they are really looking for is a person who observed your work and interactions with others on a daily basis. If you do not feel as though your supervisor will represent your interests or you think they might even speak poorly of you, then you should either go up or down the chain of command to a manager or an assistant supervisor, until you feel comfortable that they have your best interests in mind.

Be sure to ask them for permission to list them as a reference. You might ask them what they would say about you if asked, and offer suggestions if needed. If they are willing, they could place a call to the hiring party for you just as your other references did. You don't want people to overdo it but don't let them under-do it either, this is no time for modesty about you from your references.

Lay-Offs Can Produce Jobs

Some years ago I was a full-time student and worked full-time at a manufacturing company as a punch-press operator. It was a great job in many ways because it allowed me to go to school in the daytime and work at night.

I still remember very clearly one year we were told there would be substantial layoffs. It looked like many of us would lose our jobs. A few did, but most of us kept rolling along just like before.



Shortly after the lay-offs began, we noticed a lack of skilled operators qualified for certain jobs. In a hurried manner supervisors grabbed people from other departments around the plant and tried to make them fit into our area. The problem was, as they would take people from one area to fill another, they would lose the skilled people in the previous area and experience a new shortfall of skilled employees.

Within a few days the company had to begin advertising to fill many positions they had just vacated. There simply weren't enough people to meet the most basic needs of the company. I remember helping people get hired when the major layoff was in full swing. People would be surprised to hear there were so many opportunities in a company that was having its "biggest layoff ever".

Side Note: As I look back at that experience, I have to recognize that it was possible that management was just trading higher paid employees for lower ones. Unfortunately I have seen this disgraceful practice a few times in my travels.

Hit the Pavement

Another great place to find a job is in the employee parking lot. At shift changes, dozens or maybe even hundreds of employees are heading to their cars to go home. I found it to be very easy to approach people in the lot and ask "Hey, do you know if any of the departments are hiring?" People wouldn't just tell me yes or no (typically,) they would actually elaborate and tell me things like "Yeah, Tim Browne in "x" department is looking for people."

It was amazing what people would disclose about their company and the insights they would give about working there. As you can imagine, all of their comments weren't always flattering. If a



person seems respectable enough and has some credibility, then ask them for their name. You might also ask if they would mind if you mentioned their name when you talk to the boss. Generally, people will be more than happy to help in this small way even with complete strangers they've just met in the company parking lot.

Having a name of a company insider, even if you barely know them is very helpful. As a self-employed person for several years now, I can tell you first-hand that having an insider's name (just about anyone really) can make or break my first contact with a prospective customer. The same is true for employers.

The "Trial Period"

Even though most companies these days are very concerned about lawsuits and Human Resource policies, you might be able to "work for free" to get your foot in the door. Why not offer 2 or 3 days of free labor to learn the job and prove you can do it? Most bosses would jump at the chance to try you out for a few days before investing in you. It really shows your eagerness and willingness to go the extra mile. Chances are, if a company allows you to try-out for a few days, they would pay you anyway.

If they won't let you work they still might let you "job shadow" someone who holds the position you are seeking. This could be a real eye-opener for you and give you an insider's edge when it's time to hire someone.

Go Inside

For a few years I toyed with the idea of becoming a Human Resources Director. As part of my investigation process I arranged a meeting with the HR Director at a major employer in my town. I told him that I would like to interview him about his



job so I could get a sense of the position and whether or not I would want to enter the HR field. He gladly accepted my invitation and was very cordial and helpful.

At the end of our time together, he made sure I knew about the job listings posted outside of his office and strongly encouraged me to apply for something (anything) to get myself on the inside of the company.

Although I did not choose to become an HR Director, I did work for that company for three years and always had the HR Director's ear and we enjoyed a great rapport.

It's tough to say if he used his pull to get me in the door for sure, but I'm quite certain it didn't hurt me at all.

Why not interview people who are doing the jobs you would like to have? Generally I have found people to be quite flattered and even eager to share what they know (and think they know) about their jobs. The worst that could happen is you meet someone new and learn about a job. That will help you in doing your homework and you just may begin building a relationship that could hold future possibilities for you.

Whatever you do, be sincere. You showing a genuine interest in other people and their careers can really payoff.

Persistence

When I was a young buck I had what I thought was a great job running a rock crusher on a huge highway project. I made more money than I ever had previously made, and the job was usually pretty easy. Well, one night management decided our foreman wasn't working hard enough so they put him in my position and let me go the next day; boy was I disappointed!

"Instant" Cover Letters...

The foreman felt bad and wished it hadn't happened, but there was nothing he could do about it. He recommended I go work for another outfit that was working on the same project and gave me some names and told me he would personally talk with the other foreman to help me get hired. That sure helped boost my ego and I sure wanted to tap into that "big money" again. I met the other foreman and asked for a job, citing the reference from the previous employer. The new foreman just said "I don't have an opening right now, but I should soon; just check back with me tomorrow at 5:00 a.m."

Some folks are morning people, but I am not one of those folks. Nevertheless, I hauled my rear out of bed and went to see the foreman about the job. "Nope, nothing today" he would say, and I would thank him and go home. I did that every single day (except Sunday's) for almost 3 weeks before he finally had an opening and hired me.

He almost couldn't say no to hiring me given my daily and relentless history of showing up and politely asking for a job. He later confessed that he didn't know if I would work out or not, but he couldn't even think of hiring somebody else for the job. Thank goodness for that!

That job was truly awful when I think about it. I went from turning knobs and flipping switches on a rock crusher, to shoveling concrete by hand all night long. After a couple of weeks of that they asked if I would like to help-out on another crew for awhile. I said sure! With enthusiasm I might add! That job was much easier and paid just as well so I was quite happy with the change. After a few weeks of working on the new crew, the foreman and the project manager had a falling out and the foreman quit. The project manager asked me to be the foreman for the remainder of the project which I gladly did.

Some of what happened to help me get promoted seems like chance or like being in the "right place at the right time." To some extent that is true. To be fair, however, I was living the principles I am now teaching in this book.

- 1. I was persistent and polite when seeking the job.
- 2. I used "active" references to recommend me for the job.
- 3. I worked hard and was rewarded with other (better) opportunities.
- 4. I learned my boss's job (the foreman) and was the only logical choice when the opening occurred.

It was tough to go to the job site day after day so early in the morning. It was even tougher listening to my family and friends make fun of me and "try to help me" by telling me to stop trying to get a job that would never happen. In the end, persistence paid off and I secured employment that made a great difference in my young life.

One very important lesson I learned was that I did not want to work road construction anymore! That lesson alone was worth it.

If you are persistent in your efforts, whatever they may be, you are very likely to enjoy the rewards of your labors even if those rewards aren't exactly what you expected.

I never would have guessed that after earning my M.S. in Psychology and working as a High School Counselor for a couple of years, I would end up a self-employed consultant specializing in Lean Manufacturing. I didn't even know what that was when I started college. It's anybody's guess what wonderful and unexpected turns your career and life will take.

Extremely Helpful Resources!

Throughout the next few pages you're going to see links to some of the best resources on the Internet for finding jobs, getting solid career advice, and even some alternatives to "regular" employment. I have spent many, many hours putting these links together so you could take advantage of the power of the internet and find the information and jobs you need a.s.a.p.

I really tried to take a lot of the work of it for you. That said, there are still some things you'll need to do. To get the greatest benefit out of these links you really need to click on them and see what they have to offer. *Most of them will give you tons of free information*, let you search their websites and post your resumes completely free of charge (and a whole lot of other things,) but they will ask you to sign up for a free membership.

Do yourself a favor and sign up! These services will make your resumes available to countless employers, let you use their job search functions, send you occasional emails about jobs you are interested in, give you free articles about your job related needs and much more.

Nearly all of these organizations also have "top notch" services that they offer for reasonable fees as well. Think about it, how much would it be worth to have a professional resume writer and editor look at your resume before you hand it in with typos or grammatical errors? *It could literally cost you the job!*

I have personally made sure every one of these resources is worthy of your time. I hope you'll take advantage of them and find the kind of job that helps make your dreams come true! You only get about 80 years or so on earth. . . I hope yours include a job you love!



Job Search & Resume Services:

I put these first because you should sign up for these right now! These are the hottest and best job search & resume websites on the Internet. The quicker you get involved with these services the better off you'll be. You can even automate some of the tools so you can look for your ideal job while you sleep!









Over 100,000 Flexible Hourly Jobs!

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Resume "Blasting" & Editing Services:

Each of these companies will "Blast" (send out) your resume to potential employers and job search websites. They also offer professional editing of your resume, cover letters, and many other excellent services. These can be huge time savers!



















e-resume.net

"Instant" Cover Letters...

Career Training & Certifications:

If you need a little (or a lot) of training or specific credentials before you can win your dream job, these resources will help you get what you need. Each of these services has their own special niche, and can provide you with the job specific training you need to prepare for your career.







Job Interview Tips & Preparation:

It's not "rocket science," but learning how to impress prospective employers during the interview process is critical to your success. These resources have tons of advice, tutorials, and even books designed to help you breeze through the toughest interviews. I have found the more you practice interviewing, the better you get at it, and the more comfortable you will be when it's time for the "real thing."



CLICK HERE JOB INTERVIEW QUESTIONS, ANSWERS & TIPS

Freelance / Independent Projects & Jobs:

If you already have a job, but would like to spread your professional wings a bit, Freelance work might be right for you. Many people freelance on a part-time basis for a little extra income, or just for fun. Others make a great living as full-time freelancers.



Work from Home & Legitimate Online Jobs

Maybe you'd just like a little extra income, or maybe you'd like to get your part of the billions being made on the Internet. I can understand and relate to that for sure; the potential of the Internet is enormous!

Well, I've researched dozens of online opportunities and have put links to the best ones on my website. They include jobs and online businesses that can give you a little side income, or, even help you realize your online American Dream.

I was very careful to only list time-tested and solid opportunities so you don't waste your time. Let me be very honest with you: *online jobs take real time and effort just like any other jobs*. There are no "free rides" or "easy money" jobs online that will make you six figures a year that I am aware of.

That said, if you would like to investigate the power of working either a little, or a lot online, you will find links to jobs and opportunities for the following:

Work at Home (Typing, Taking Phone Calls, Collections, Setup your own Daycare, etc.)

Take Surveys For Cash (My wife did ok with this a while ago.)

Get Paid to Shop (The "Mystery Shopper" Industry.)

<u>Sell on eBay</u> (One of my friends makes \$70k + doing this.)

Your Own Online Store (You can sell anything online!)

<u>Trade Stocks & Currency</u> (There's good money selling money!)

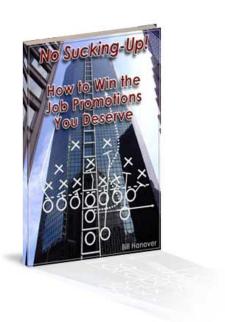
Sell Information Products (There are 1000's you can sell.)

Affiliate Programs (Sell other peoples products & services.)

Google (You can place Google ads that earn great money! One of my friends makes more than \$50K per month with Google!)

And Here It Comes. . .

This is my Only Shameless Plug. . .



If you want to get promoted now, or in the future, this book will give you a significant advantage over your competition. I promise it will be worth your time or I will refund your purchase no questions asked.

It's an honest book, and has powerful information that can help you win job promotions, and quite literally anything you want in your career, and life for that matter. I hope you'll take a look!

I Wish You the Very Best!

Bill Hanover

P.S. If you find this eBooklet on finding jobs helpful, please feel free to give it to your friends and colleagues.

P.P.S. Click <u>HERE</u> to visit the main "No Sucking-Up!" website now. You can even sign up for my FREE "<u>occasional</u>" (whenever I can get around to it,) newsletter for ongoing help and support.