CONTENTS

5 Chapter One	
	_
a l chanter one	ב
5 Chapter One	5

Your Personal and Professional Development Plan (PDP)

Develop A Roadmap for Your Career and Your Life

16 Chapter Two

Before Launching Your Job Search: Job Search Focus of Direction Blueprint Get Crystal Clear on Your Goals and Identify Your Ideal Position and Industry

21 Chapter Three

Modern Job Search Strategies

Cutting-Edge Methods for Job Search — What You Need to Know Plus Bonus Pitch Templates

31 Chapter Four

Getting Started with LinkedIn In Your Job Search

Fast-track Your Job Search Efforts and Strengthen Your Professional Network

67 Chapter Five

What to Do When Your Job Search Isn't Working

Common Job Search Pitfalls and How to Avoid Them to Achieve Your Goals

81 Chapter Six

How to Position Yourself to Land Your Ideal Job

How to Quickly and Easily Line Up Multiple Job Opportunities

94 Chapter Seven

Online Reputation Management

Tips, Tricks and Tools Every Jobseeker Needs to Know

104 Chapter Eight

Secrets to Salary Negotiation Your Boss Doesn't Want You to Know About Negotiate Salaries and Employment Conditions with Confidence

114 Chapter Nine

Job Search Letters

Acceptance, Refusal and Resignation Letter Templates

125 Bonus #1 Chapter Ten

Creating a Brag Book

How to Create an Unforgettable Portfolio, Leave-Behind, or Interview Presentation Binder

132 Bonus #2 Chapter Eleven

What to do After a Job Interview

Foundation for Successful Follow-Up After a Job Interview Plus Letter Template

138 Bonus #3 Chapter Twelve

An Ex-Recruiter's Guide to References

Everything you need to know about employment references in today's job market