

Starting Strong, Finishing Strong: Your Career Success Handbook

has been developed as a complete career guide to help people find jobs and move up in their careers.

TABLE OF CONTENTS

PART 1 – RESUMES

Chapter 1: 35 Terrific Tips on How to Write a Resume

PART 2 – COVER LETTERS

Chapter 2: 34 Great Tips on How to Write a Cover Letter

PART 3 – INTERVIEWS

Chapter 3: 30 Tips on How to Prepare for Job Interviews

Chapter 4: 3 Important Things To Do Before An Interview

Chapter 5: 57 Common Interview Questions, Answers and Examples

PART 4 – ONBOARDING

Chapter 6: 48 Things To Do on Your First Week at Work

Chapter 7: 16 Ways to Make a Good First Impression

PART 5 – JOB SUCCESS

Chapter 8: 22 Exciting Ways to be Successful at Your Job

Chapter 9: 17 Tips on How to Take Initiative at Work

Chapter 10: 25 Tips on How to be Proactive at Work

Chapter 11: 30 Ways to Improve Your Relationship with Your Boss

Chapter 12: 32 Simple Ways to Manage Email Effectively

Chapter 13: 15 Ways to Overcome the Fear of Public Speaking

PART 6 – JOB PROMOTION

Chapter 14: 24 Practical Tips on How to Get Promoted at Work

Chapter 15: 28 Ways to be Successful After a Job Promotion

PART 7 – RESIGNING GRACEFULLY

Chapter 16: 27 Tips on How to Resign From Your Job Gracefully

PART 8 – BONUS MATERIALS ON PERSONAL GROWTH

Chapter 17: 33 Easy Ways on How to Dream Big

Chapter 18: 21 Ways to Stand Out in Life and at Work

PART 9 – GIVING BACK

Chapter 19: 28 Ways to Help Someone Who is Searching for a Job

THE EBOOK IS AVAILABLE ON AMAZON