

New Book From CareerBuilder Offers Help for Finding Work in a Tough Job Market

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From the editors of CareerBuilder comes a no-nonsense handbook that tells workers of all ages and all stages of their careers everything you need to know about landing a great job and navigating through the workplace. CAREER BUILDING: Your Total Handbook for Finding a Job and Making it Work provides some of the best-kept secrets of job hunting effectively, career troubleshooting and transitioning into new career paths.

Expanding on CareerBuilder's most popular articles, CAREER BUILDING is filled with insightful statistics and advice from top experts on making yourself indispensable as a candidate or employee. It includes a variety of good and bad examples of resumes, thank-you notes, networking letters and emails to bosses. It also contains information on how to leverage social media, build rapport, strengthen skill sets and make yourself visible. You can also find warning signs to watch out for in the workplace and information on how to prepare for the unexpected.

Career Building offers expert tips for job-searching in a bad economy, including:

- What to do after a layoff
- How to look confident (even if you have to fake it)
- How to make yourself relevant to a variety of employers
- How to make a bad job work for you (when need be)

The book was published by Collins Business, an imprint of HarperCollinsPublishers, and is available in major book stores across the country. It can also be purchased at amazon.com, borders.com and bn.com.

About CareerBuilder

CareerBuilder is the global leader in human capital solutions, helping companies target and attract their most important asset - their people. Its online career site, CareerBuilder.com, is the largest in the U.S. with more than 23 million unique visitors, 1 million jobs and 31 million resumes. CareerBuilder works with 300,000 employers, providing resources for everything from employment branding and data analysis to talent acquisition. More than 9,000 Web sites, including 140 newspapers and broadband portals such as MSN and AOL, feature CareerBuilder's proprietary job search technology on their career sites. Owned by Gannett Co., Inc. , Tribune Company, The McClatchy Company and Microsoft Corp. , CareerBuilder and its subsidiaries operate in the U.S., Europe, Canada and Asia. For more information, visit www.careerbuilder.com

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