

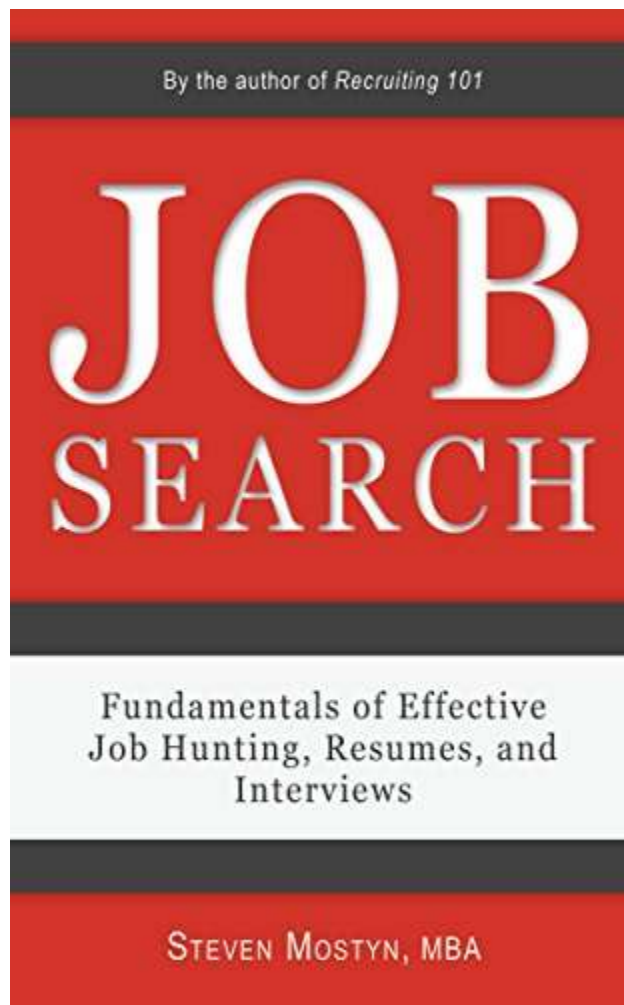
Introducing a Book:

JOB SEARCH:

Fundamentals of Effective Job Hunting, Resumes, and Interviews

Author: Steven Mostyn, MBA

Kindle Edition



Courtesy: https://www.amazon.com/Job-Search-Fundamentals-Effective-Interviews-ebook/dp/B07969MF3X/ref=sr_1_1?dchild=1&keywords=JOB+SEARCH%3A+Fundamentals+of+Effective+Job+Hunting%2C+Resumes%2C+and+Interviews&qid=1617245765&s=digital-text&sr=1-1

This is a very useful and this has been reviewed with great appreciation because of its usefulness to young people seeking jobs. This is very much applicable also to our students and research scholars as well as those who have completed their doctoral studies.

The book has 31 chapters followed by a short overview presenting the conclusion. The chapter titles are indeed descriptive and these point to the contents within the chapter.

1. Never Give Up	2. Be Focused and Realistic	3. The Job Hunting Lifecycle
4. Creating an Effective Resume	5. The Value of SEO in Your Job Search	6. Resume Templates
7. Creating an Effective Cover Letter	8. Understanding Job Boards, Job Alerts & Quick Apply Application	9. Creating a LinkedIn Profile that Stands Out
10. Looking for a Job on LinkedIn	11. Using Indeed to Find a Job	12. Using Monster to Find a Job
13. Using CareerBuilder to Find a Job	14. Using ZipRecruiter to Find a Job	15. Looking for Jobs on Facebook
16. Looking for Jobs on Google	17. Using Glassdoor on Your Job Research	18. Your College Alumni Association and Your Job Hunt
19. Developing Relationship with Recruiters	20. Researching Companies and Applying on Their Websites	21. Networking
22. Build Your Personal Brand	23. Beware: Your Social Media Profile Can Cost You a Job	24. Paid and Unpaid Internships
25. Manage Your Time and Search Seriously	26. Interview Techniques	27. The Offer Stage
28. What if You're Unemployed?	29. Getting a Job as a New Grad	30. Online Job Boards & Resources
31. Recruitment Agency Resources	Conclusion	

Steven Mostyn, MBA had extensive experience as a recruiter in North America. He has helped over 1000 job seekers to get job in various professions. But he noticed that all these job seekers, whether those seeking jobs for the first time or those seeking higher positions, “had one thing in common: they lacked basic job searching skills” (p. 10).

Indeed, the contents of this book are useful not only to the first-time job seekers but also for all others who seek change in positions and/or higher positions using their qualifications.

The language and style used in this book are easy to follow and use when we plan to seek jobs. We highly recommend this book to students, new graduates and also the teachers who are assigned to help the college graduates to get jobs as soon as they graduate. The book is useful for the graduates who earnestly wait for campus recruitment teams to arrive on their campus.

Steven Mostyn, MBA presents the form, function and structure recruiting channels available to graduates in western countries. In colleges and universities in India and South Asia, those who are in charge of helping the graduates in getting jobs will do well if they identify local channels, in addition to traditional on-campus recruiting companies. Each company/corporation has its own form and manner of recruitment. However, reading this book and keeping it as a book reference will help all of us.

Please read once again the list of chapters and note the order in which the chapters are presented and the likely comments and help, they would help all of us. The author Steven Mostyn, MBA comes side by side with us when we think and worry about seeking jobs after graduation, etc.

Chapters 20. Researching Companies and Applying on Their Websites, 26. Interview Techniques and 23. Beware: Your Social Media Profile Can Cost You a Job help us to focus on developing our skills in finding vacancies in India. All of us who are already in various jobs in private sector, have our own stories to tell others how we worked hard in a systemic manner to get the positions we are in. Getting a job in government service in various states in India is unfortunately a different story.

For every point presented in this book, author Steven Mostyn, MBA presents examples. Most of these examples are from the western nations. But the examples are from various fields of enterprise: politics, industry, scientific research, civil service, military service, movies, and so on. Initial failure in our effort in getting a job we apply for is unavoidable. Steven Mostyn, MBA declares. “the difference between success and failure is that, despite obstacles, a successful person never gives up” (p. 12). We tend to become negative in our approach when we fail to get a job. We put the blame on others. The author Steven Mostyn, MBA wants us to remain positive throughout our career, including when we seek jobs. He also offers ways to remain positive.

All the 31 chapters of this book offer excellent guidelines and encourage the job seekers to proceed step by step to reach their goal of getting a suitable job.

Once again, we highly commend the book ***JOB SEARCH: Fundamentals of Effective Job Hunting, Resumes, and Interviews*** by Steven Mostyn, MBA for the students as well as the faculty members.

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