



Big Book of Jobs 2007-2008

The United States Department of Labor

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Does your resume really highlight your job skills?

Are you resigned to low-paying jobs because you don't have a degree?

What field shows the most growth opportunity?

How much can you make?

Find the answers to these questions and more in *The Big Book of Jobs*.

The Big Book of Jobs combines a concise overview of the job-search process with all the latest government statistics on more than 250 jobs. Whether you are a recent graduate just entering the job market, a work veteran looking to change careers, or just keeping watch on your own job's future, *The Big Book of Jobs* offers everything you need to make informed choices about your career.

The book is divided into two sections.

In "The Job-Seekers Guide," you'll find advice on:

- Choosing a career path
- Building career management skills
- Researching careers in the information age
- Writing effective cover letters and polished resumes . . . and more

The "Occupational Outlook Handbook" offers you all the latest statistics on hundreds of positions, including:

- Job descriptions
- Working conditions
- Employment trends and outlooks
- Training, qualifications, and advancement
- Salary ranges . . . and more

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