



Career Achievement: Growing Your Goals, 3e

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Chapter by Chapter Changes

CHAPTER ONE You and Your Career: Finding and Cultivating a Great Match!

- Updated career statistics and salary information from current government websites and databases
- New inserts from current businesses and entrepreneurs (Tanka)
- Updated content throughout to reflect modern online job search and new job markets
- Updated images and examples throughout the chapter

CHAPTER TWO Skills and Interests—Your Career Assets

- Updated career statistics and salary information from current government websites and databases
- New inserts from current businesses and entrepreneurs (Jerry Sailer)
- Updated images and examples throughout the chapter

CHAPTER THREE Where Are the Jobs? Maximize Your Career Options

- Globalization replaced with more general and inclusive emphasis on overall changing employment landscape
- Revised look at Millennial Employment Trends with new information on Artificial Intelligence (AI) and Automation
- New section on Information Security
- Heavily updated career statistics and salary information from Dept. of Labor and BLS, including updated list of fastest growing occupations through 2022
- Updated images and examples throughout the chapter

CHAPTER FOUR Networking—It's Always Who You Know

- Updated career statistics and salary information from current government websites and databases
- New and updated networking business cards (NBCs)

- Updated content throughout to reflect modern online job search and new job markets and the role social media plays in networking
- Updated images and examples throughout the chapter

CHAPTER FIVE Professional Resumes the Easy Way

- Additional emphasis on social media and digital footprints and the impact it can have on your job search
- Updated images and examples throughout the chapter

CHAPTER SIX Professional Cover Letters and Applications

- Additional emphasis on digital skills and how to illustrate those in your cover letters and applications
- Updated career statistics and salary information from current government websites and databases
- Updated images and examples throughout the chapter

CHAPTER SEVEN Successful Interviews

- New material on mock interviews and how to find these resources online
- Updated images and examples throughout the chapter

CHAPTER EIGHT Follow-Up and Negotiation

- Updated images and examples throughout the chapter

CHAPTER NINE Step Up Your Career

- Updates on appropriate behavior relevant to current technology and communication
- Updated images and examples throughout the chapter

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