



# The Career Tool Kit: Skills for Success (4th Edition)

*Carol J. Carter, Gary Izumo*

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***The Career Tool Kit* is designed to especially help community college and vocational school students of all ages develop the skills and attitudes needed to successfully complete their educational program: search for, find, and win the job they want; transition smoothly from school to work or successfully re-enter the workforce; and build a long, happy, and successful working life, all in a user-friendly and visually appealing design.**

Coverage of important topics includes developing and maintaining a positive self image, managing time, budgeting and organizing finances, avoiding or reducing credit debt, and tracking down the resources available at school, in the community, and online. A focus on self-awareness teaches readers how to get to know themselves better so that they understand what kinds of jobs might best suit their unique talents and qualities, how to network and locate job opportunities, and how to present themselves in the best possible light on a resume as well as in an interview, and how to handle both failure and success. Additional topics discuss workplace communication with managers, co-workers, clients, and customers; qualities and skills that employers look for in their employees; rights on the job; critical thinking at work; improving and maintaining mental health and social intelligence; motivation, and more.

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