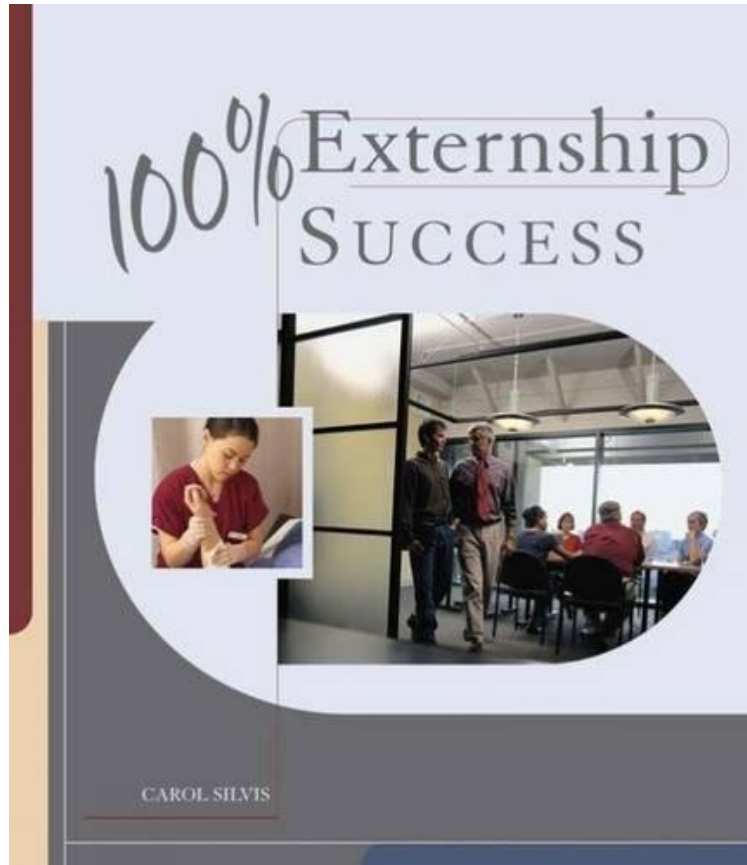


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100% Externship Success

Carol Silvis, Roxanne L. DuVivier
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Carol Silvis, Roxanne L. DuVivier : 100% Externship Success before purchasing it in order to gauge whether or not it would be worth my time, and all praised 100% Externship Success:

The Career Readiness Kit: Success in Your Externship and Beyond provides readers with everything needed to prepare for an externship, and eventually a job. This includes not only the job search skills necessary to find a position, but also the "soft skills" to succeed.

Chapter 1: Career Development Chapter 2: Customer Service Chapter 3: Communicating on the Job Chapter 4: Professionalism Chapter 5: Doing the Right Thing Chapter 6: Achieving Professional Success Appendix Forms for success Employee/extern evaluation Employer evaluation Job Application Cheat Sheet Sample Job Application About the Author Carol Silvis is the author of 101 Ways to Connect with Customers, Chiefs, and Co-Workers, Job Hunting After 50, 101 Ways to Make Yourself Indispensable at Work, and college textbooks 100% Externship Success and General Office Procedures. Other publications include "Time Management and Organization for Writers" (2012

Writers Market), a dozen creative non-fiction stories and inspirational pieces published in national magazines, and over 40 articles published in various newsletters. Ms. Silvis has a master's degree in education and has trained adults in how to get a job, keep and enjoy it, and advance on the job. She teaches part time at Penn State's New Kensington campus and leads workshops and seminars for schools, businesses, professional organizations, and libraries on job hunting, resume preparation, customer service, stress management, telephone techniques, human relations/teamwork, communication, writing, and time management/organization. She is the president of Pennwriters, a 400+- member writing group. She won the 2008 Meritorious Service Award, was past VP and Authors' Advocate, and was the 2005 and 2007 Conference Coordinator. Roxanne DuVivier, Ph.D., is Senior Vice President of Hocking College in Ohio. With over 20 years of experience as a licensed psychologist and counselor, Dr. DuVivier is dedicated to helping students develop successful academic and career paths based on individual learning styles and personality traits. She is a nationally recognized consultant and presenter on topics ranging from learning assessment, to retention systems, effective advising and instructional design. Dr. DuVivier is past president of the Personality Assessment System Foundation, an international organization of clinical, counseling, and school psychologists involved in research and application of personality theory in profiling, learning cognition, behavioral analysis and prediction.