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The Career ToolKit for High School Students: Making the Transition from School to Work

Carol J. Carter, Gary Izumo, Sarah Lyman Kravits, Diane Lindsey Reeves

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This thorough introduction to the skills needed to succeed in the work place is presented in an easy-to-read user-friendly format. The book, adapted from a popular college text, provides a complete framework for career exploration and is designed to motivate readers to make theses skills a part of their lives. **The book introduces readers to the workplace, provides time and money management tips, basic skills practice and assessments and offers guidelines for making oneself marketable.** For individuals interested in assessing and sharpening their basic skills for the work force.

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