TABLE of CONTENTS

REFINING YOUR RESUME Creating your Value Proposition Resume summary Do's and Don't's Active voice and action words	4
PREPARING FOR THE INTERVIEW Pre-think your response —The STAR Method Braggable moments Your challenges — The 3 C's: Conflicts, Criticism, and Crisis Strength and weakness	14
NAILING THE INTERVIEW Make a great first impression — The HIRE Method A brief moment about what they CAN'T ask you What you should ask them How to professionally close the interview How to stick the landing — The Thank-You Note	22
NEGOTIATING THE SALARY How to talk about salary ranges and history before the interview Exactly how to ask for more What if they don't budge Weighing your offer	28
DECLINING THE OFFER How to let 'em down gently	35
ACCEPTING THE OFFER How to be a graceful winner	37
FINAL THOUGHTS	39
MEG MYERS MORGAN. PHD	41