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I updated my original "*Five Job Seeker Tools*" that I wrote years ago to assist *Job Seekers with Composing Cover Letters and Resumes, Researching Companies and People, as well as Presenting an Image.*

At one time, I taught classes on *LinkedIn, Résumé Writing, and Researching the Internet* at the Employment Transition Center and Network Groups.

This is a summary of my "*Five Job Seeker Tools*," which you are welcome to pass on to others as I allow with all my documents that I create:

1. **Tips For Those in Transition- Update** – Seventeen pages, including four Table of Contents and Twelve-pages of Ideas. Commentary mainly of John Goldhamer's ideas, opinions, and thoughts that he suggests to Job Seekers in Transition that he developed while coaching, speaking in network meetings, and teaching. This commentary is easier to read if printed.
2. **2014 Greater Richmond Largest Corporate Employers** – Database of the Top 50 Richmond Metropolitan Largest Private Employers and 65 other Companies with Richmond Headquarters, which includes links to company's Fortune 1000 Ranking, Stock Symbol, Company Website, and links to the company *Keyword Search of Open Positions*.
3. **One Stop Websites for Researching Business, People, Facts, & Beyond** – This is a Sixteen-page, 35 Subject, 270 Websites that is a convenient, functional, and practical Directory including brief descriptions for each Website with Links to Click and *Internal Links* inserted into the Table of Contents and Alphabetical Index.
4. **Access Reference USA- Procedures** – Procedures for *Free* access to this Great Database from your home computer to search over 24-million U.S. Businesses from your computer, all through the Henrico County Library System. This Database provides information on individuals, industries, business size, sales volumes, and credit scores. It searches millions of U.S. businesses, residences, or physicians by geographic location, size, and type.
5. **Repertoire of Business Sentences That Get Good Results** – Over twenty successful business sentences that usually get good results or a great response from the recipient.

Updates of the documents may be downloaded from the following Websites:

Career-Prospectors

<http://www.career-prospectors.com>

J.A.M. Session

http://saint-mikes.org/pastoral_care.php?pid=31

Meetup Career-Prospectors & J.A.M.

<http://www.meetup.com/http-career-prospectors-com>

I wish you the *Best of Luck while you are in transition and for your future employment!*

Good Luck,

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