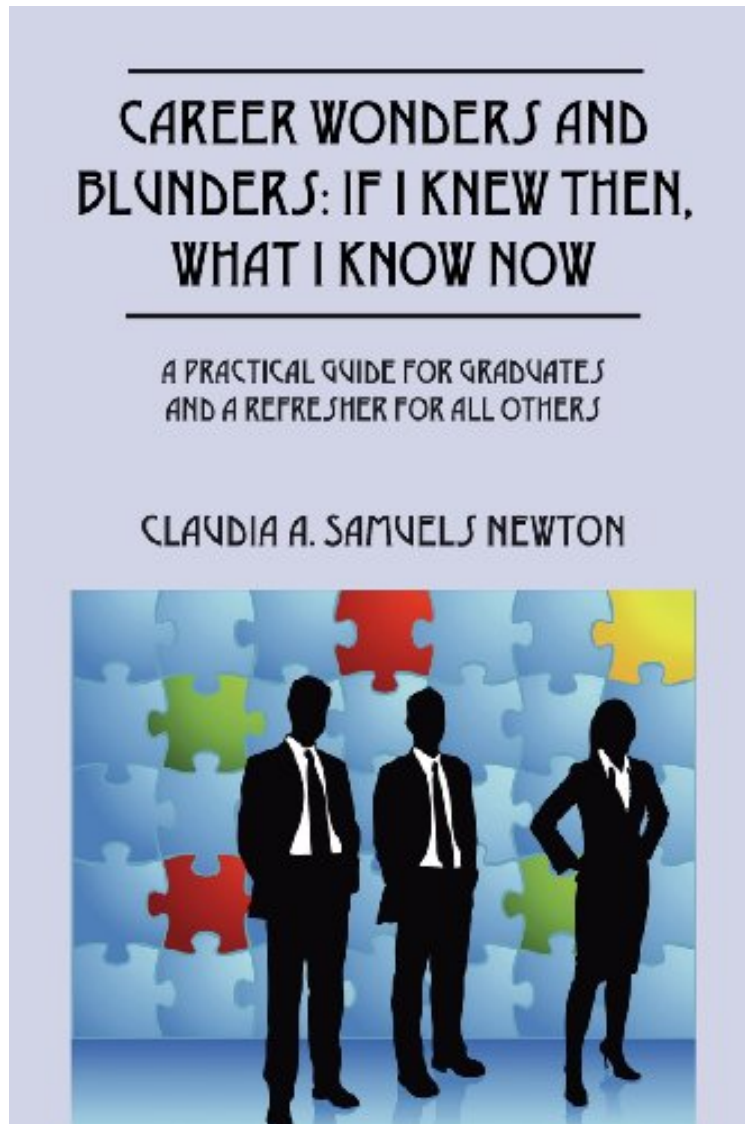


(Ebook pdf) Career Wonders and Blunders: If I Knew Then, What I Know Now: A Practical Guide for Graduates and a Refresher for All Others

# Career Wonders and Blunders: If I Knew Then, What I Know Now: A Practical Guide for Graduates and a Refresher for All Others

*Claudia A Samuels Newton*

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## Guide for Graduates and a Refresher for All Others:

As you embark into the world of work, wouldn't you like to hear the practical advice of successful employees who have already gone down their career path? Wouldn't you like to learn from their mistakes? Build a unique and successful career path by reading this guide of unwritten workplace rules. It's what you will not find in your company's books of policies and procedures. Claudia Samuels Newton knows that experience is the best teacher and that you can avoid making devastating mistakes on the job that can stunt your career. In *Career Wonders and Blunders: If I Knew Then, What I Know Now*, she has provided the advice, insight, and experience of others who have walked this path in the world of work before you. *Career Wonders and Blunders* is a comprehensive career guide with direct, concrete and basic advice for success in the first job and for positioning oneself for advancement. The author identifies fundamental realities that this generation of new workers may not consider: understanding the company culture, cultivating good work ethics, dealing with difficult bosses, navigating office politics, establishing value, choosing a mentor, networking, personal wellness to establishing a professional image. The book is honest and readable. It covers essential blunders (do not sleep on the job; do not call in sick when you are going to a ballgame). More interesting are the complex "wonders" (how do you evaluate a company culture? how do you successfully establish value?) that give a new employee insight into what he or she can do to be more effective. Filled with personal stories and chock full of good advice, *Career Wonders and Blunders* is a great present to a new graduate or a new employee. Dr. Linda Salane, Executive Director The Leadership Institute at Columbia College Read the powerful advice of successful executives including CEOs and COOs. Equally powerful are the candid stories of people just like you - acquired over the course of their