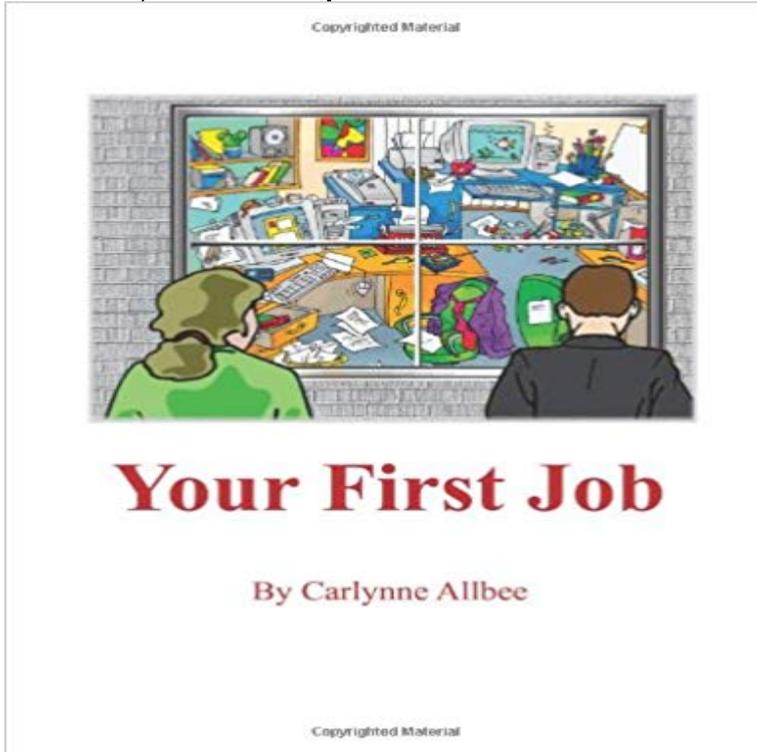


Your First Job: What your mother, or your first boss, never told you about your first job.



Imagine that you are someone that has never worked in an office. You have been to offices, but it is so different now that you know you will be here all day. Where do you get the supplies you might need? Who gets to put things in the refrigerator? What about all the machines you see? Did you park in the right place? Is someone going to be mad at you for doing something you don't even know matters? There are so many things that are involved, starting with applying for a job, going through the hiring process, working at our first job, etiquette in the office, and looking for the next job that no one seems to know how they learned them but we are expected to know them. Even operating office equipment as simple as a three-hole punch can be a deep dark secret to some people until someone else shows them how to empty it. The purpose of this book is to help you with many of the mysteries of the working world. Every topic in here has come from sources such as questions asked by my Community College students, stories shared by business owners, and what I have seen first hand in the various offices I have worked. This is an ideal book for you if you are just now entering the working world, or as a gift to someone you know at that stage in their life. Even people that are already working in an office will enjoy reading the hints, suggestions and stories I have collected, maybe even chuckling as they remember some of the situations I mention having happened to someone they knew..

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