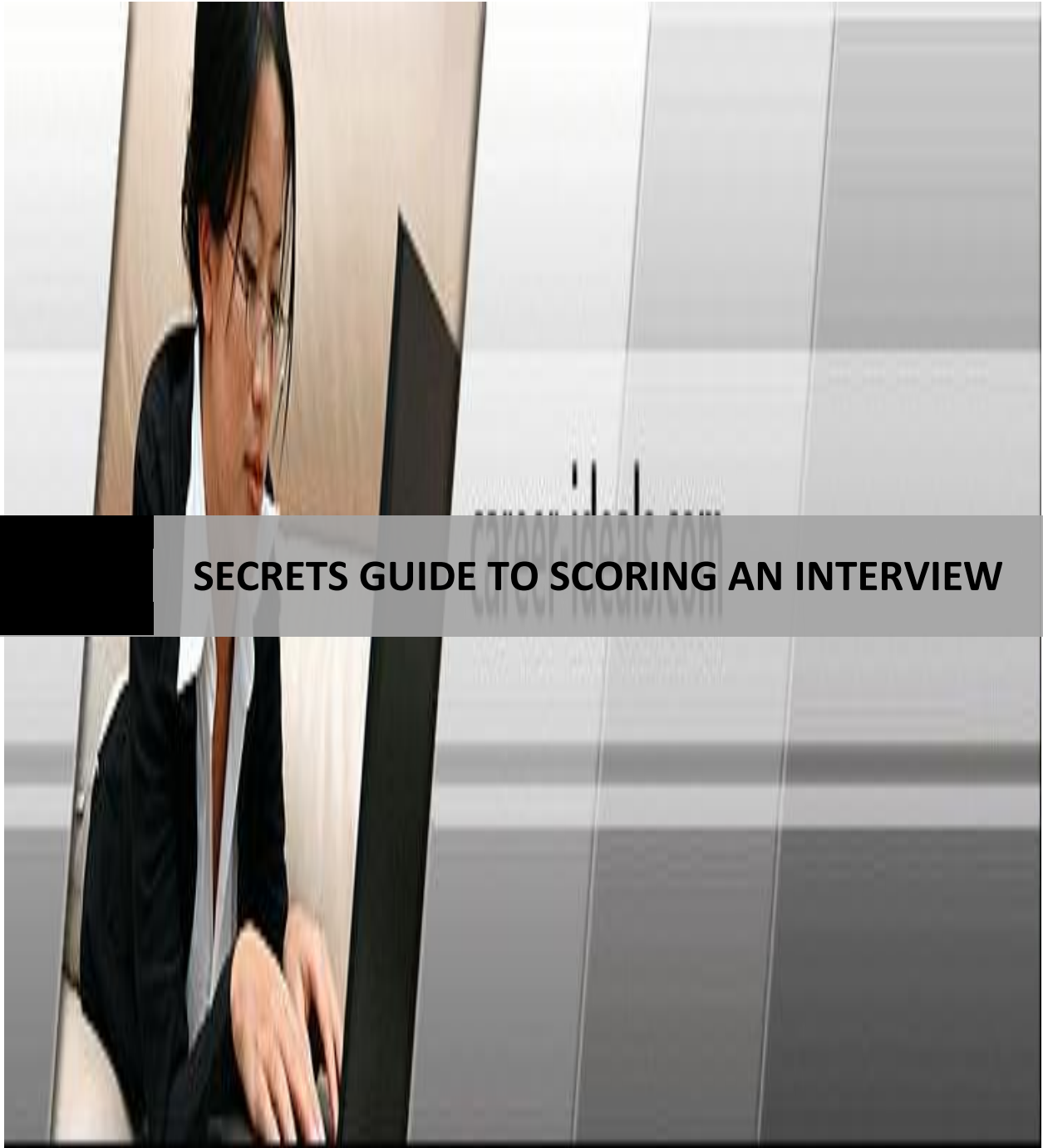


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SECRETS GUIDE TO SCORING AN INTERVIEW

40 Amazing facts and secrets

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TABLE OF CONTENTS

Introduction.....	4
The hiring process.....	6
Tips Before you go on the interview.....	7
Tip to remember.....	9
18 Most important Question you should know?....	10
Behavior & Body Language Test.....	13
Appropriate nonverbal body Language.....	15
In Appropriate behavior for a interview.....	15
What not to wear to an interview.....	16
Interview Do's	17
Interview Don'ts.....	18
Questions you should ask after the interviewer.....	19

Tips on writing an effective thank you letter.....	21
Thank you letter example.....	22
Seven jobs in high demand.....	23
Common interview mistakes.....	24
Employment Article.....	26
Best companies to work for.....	29
Careers Pathways.....	32
Useful Tips.....	41
Permission.....	42
How to download this free e –Book.....	43
Things you can do with this eBook.....	45
About the Author.....	46
Conclusion.....	47



How would you like to know the secrets to score an interview? We [at www.career-ideals.com](http://www.career-ideals.com) will tell you the secrets to win over the employer.

I have worked in the [human resources department](#) for over 15 years for a large corporation. I will not mention the company name for security reasons.

In the past I had to interview over 1000 potential employees over the years. So I think I can say I'm kind of an expert.

Back in the days when I used to go on [interviews](#) one I never know what was is going to happen, what kind of Questions would be asked? And how should one respond.

This e-book is a very powerful tool, if I had an Ebook such as this one in my interviewing days I would have to score even higher in the interviewed process.

Before I started my position in the human resource department I was trained for over two months. Being tested, lecturers, seminars, and even some college courses in sociology and psychology.

The training was based on leadership and [the interview process](#) and also appropriate interview etiquette.

Have you ever wonder what a potential employer is looking for? What kind of questions that he or she will be asking? What type of person will be interviewing you? We have the some of the answers and questions that might be used.

Be well aware that the employer has been trained to look for certain things in a [Potential employee](#) and to ask certain questions.

Have your [tips question and answers](#) before you go on a interview. An interview does not have to be an overwhelming job. It can be an overwhelming job if you let it.

Be well aware that the employer plans an interview weeks or months in advance. A well planned out interview will make the process go a little easier and smoother.

Keep in mind if a company calls you for [an interview schedule](#) the interview as soon as possible, Employers always remember the first group of potential employees.



The Hiring Process for New Employees

Learn the hiring process the employer takes to start the hiring process. You will get a better ideal of what take place when a position become available.

[Steps the employer goes through](#)

- Take stock of the position
- Prepare the job description
- Research salaries
- Write the ad
- Select where the ad will be posted
- Screen resumes
- Conduct phone interview
- Prepare testes for applicants
- Check references
- Conduct second interviews



Tips Before you go on the interview

- The employer knows what he wants before the interview process begins
- The employer would have the interview process down to a science. You should too.
- When writing a resume the employer looks for:
 - Overall appearance
 - Skills
 - Alignment of experience
- An employer looks for related terms in your resume:
 - Manage
 - Supervised
 - Leadership

- You must have a systematic approach to gain employment.
- Most companies drug test
- There will be equal quality people applying for the same position. That is where you have to make yourself shine in an interview.
- The first five minutes of the interview set the tone

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Tips to Remember

When going on an interview it requires planning on your part also. These tips will give you a jump start on an interview.

- **Know the hiring process**
- **Know what the manager will be looking for in you.**
- **The Employers always evaluating candidate's behavior in a interview**
- **Every interviewer is trained on how to complete a successful interview.**

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18 Most important Questions you should know?

An interview is not a casual conversation it is a set of questions and answers. Be prepared! This will make you look more professional. [Organize your thoughts](#) familiarize their company policy, procedures, and laws.

Remember you are being watch throughout the interview! BE READY!



1. Make a good impression, the interviewer will be watching every move you make.

2. The employer will be observing your body language

3. The first five minutes of the interview set the tone for the interview. See page 5&6

4. Do not slump in your seat; this is a sign of lack of confidence or not caring.

5. Try to get the questions right the first time. The employer has a deadline or a cutoff date Fill the position. This is a plus the employer will appreciate you for not wasting his time and making [the interview process](#) easier for him also.



6. The employer will make sure that you meet all the basic qualifications.

7. The employer will make sure that you meet all necessary criteria's.

8. The employer will ask about gaps in your [resume](#) and missing dates in

employment - have the answers ready. One good answer is (example) you took time to care for a loved one.

9. The employer will ask, why are you leaving your current position?

10. The employer will ask, what have you been doing in your spare time?

11. The employer will ask, what are you looking for in the position you are applying for.

12. The employer will ask how the new job will fit into your long-term plans.

13. The employer will ask what your [greatest assets](#) are.

14. The employer will ask, what are your hobbies?

15. The employer will ask, if you can change anything about yourself what it would be?

16. The employer will ask, what are your weak points and strong points?

17. The employer will ask, tell me about yourself?

18. Describe to me how others see you.

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Behavior & Body Language Test

The behavior test focuses on ability, knowledge, skills, this will tell the employer how well you communicate and save issues.

One can learn a lot from a person body language. As soon as you walk into the interview office the test begins.

Examples: Behavior and Body Language test in an interview

Behavior Test

- Describe a situation you had a conflict with someone and how did you handle it. This will give the employer an ideal of how well you fit into their company.
- What and how would you improve your situation? This will be a **red flag** if you cannot answer this question.
- Have you ever had to multi-task if so what was the outcome? If you cannot answer this question this will be a red flag also it will tell the intervener that you have never multi-task before.

- Have you ever had a situation you had to display leadership?
- How well do you adapt to change?
- What skills do you need to improve yourself?
- What did you not like about your past job?
- What did you like about your job?
- How do you handle criticism?
- Where do you see yourself in the next five years?



Appropriate nonverbal body language

- Looking around the room
- Slow gestures
- Showing interest
- Good eye contact
- being energetic
- Having a upbeat personality
- Good postures

In appropriate behavior for a interview

- *Blank eye expression*
- Fast talking
- *Rapid Eye Blinking*
- Bouncing in seat
- Low speaking voice
- Playing with objects
- Interrupting employer constantly
- Not being able to focus

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WHAT NOT TO WEAR



(The Ten Commandments of what not to wear to an interview)

1. Flip-flops, boots or sneakers.
2. Don't wear any underwear that shows
3. Jeans or Shorts.
4. Skirts that has bright colors. Red orange ect...
5. Low-rise or too tight Pants.
6. Blouses that is low-cut or too short.
7. Don't show your cleavage or your belly.
8. No underwear, thong and low-rise pants
9. Too much make-up and perfume.
10. Earrings in the face, nose, eyes, lips



Interview Do's and Don'ts

Do's

- Be prepared to give examples
- Get directions
- Fill application out in details
- Show confidence
- Shake the interviewer hand
- Dress [conservatively](#)
- Being polite
- Make eye contact
- Be happy
- Be honest
- Be prepared to [answer questions](#)
- Ask questions
- Say thank you
- Be positive
- Stay alert
- Thank the interviewer for his or her time
- Send a thank you letter



Don'ts

- Don't show up late
- Acting bored
- Your response to answers should be short and simple.
- Do not express your weaknesses
- Do not show off
- Acting arrogant
- Do not lose your interests in the interview
- Do not be a clock watcher
- Not showing good posture
- Forget to say thank you
- Do not send a thank you
- Forget to shake hands
- Act rude
- Making rude comments
- Gossip
- Complaining
- Do not complain about your past employer



Questions you should ask after the interviewer

You should ask questions yourself after the interview. The interview process works both ways.

If you ask questions that will determine if you are also a good fit for the position.

Questions you should ask:

- What is it like to work here?
- What kind of relationship management has with its employees?
- What are the responsibilities of the job?
- If a problem arise, what kind of support will I get from management?
- Who will be my supervisor?

- Will I have added responsibilities in the future?
- Will I have to work on weekends or after hours?
- Do you have an open door policy?

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Tips on writing an effective thank you letter

- Write the thank you letter soon after the interview
- Make it personal address it to the person who interview you
- Make it short
- Stick to the point
- Express your gratitude
- Check your spelling and grammar in the thank you letter
- Thank you letter should look and be professional
- Type or e-mail your letter

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Thank you letter example

[Date today]

[Interviewer's name]

[Company name]

[Address]

Dear [Interviewer's name]:

[Thank the interviewer for taking the time to talk with you. Mention the day of the interview and job title. Keep your letter brief.]

[Express your interest in the company. Say that you want the job. (Interviewers love to hear that.) Deliver a subtle sales pitch indicating why you think you're qualified for the job based on the interview, and what you can do for the company. If you forgot to mention something important, this is your second chance (but don't say you *forgot*).]

[Mention topics that stimulated your interest and something to make you stand out in the interviewer's mind. For example, if you both had a laugh, mention how you enjoyed the moment. If a particular qualification grabbed the interviewer's attention, emphasize it.]

[Wrap it up with another thanks for the interview. Offer to provide more information. Say that you look forward to hearing from the interviewer again.]

Sincerely,



Jobs in high demand

Health care

- Home health care
- Outpatient care
- Direct Care Worker

Federal government

- Temp workers

Social assistance

- Emergency service
- Housing
- Community food
- Family services

Employment service

- Human resource service to businesses

Professional drivers

- Truck drivers
- School bus drivers
- Medical transport drivers



Common interview mistakes

- Not preparing properly for the interview
- Talking too much in the interview
- Arriving late
- Dressing [inappropriately](#)
- Failing the body language test
- Complaining- see page#
- Interrupting the interviewer
- Rambling
- Talking about very personal life
- Not knowing the [answers to the questions](#)
- Asking about salary
- Smoking before the interviewer

- Using slang language
- Cussing in the interview
- Ringing cell phone cell phones should be off for the interview
- Answering cell phone will display unprofessionalism
- Displaying a bad attitude
- Acting antagonism
- Lying
- Chewing or popping gum



Employment Article



When we discuss the topic of [employment](#) it transcends years and all generations past thru today from the days of manual and physical labor through the high-tech age.

Career-Ideals.com will give you all the tools that you need to improve yourself.

The future employment will be [hi-tech](#) and will be essential to the survival of the family as well as its growth.

Jobs they give people the opportunity to take care of yourself and family, you are indeed warned the survival of the shrieking middle class is contingent on the economy expanding.

In creating new jobs, services, salary, [career ideals](#) and benefits are essential pieces. In order to seek employment most times in the past years experience in the field was key, or education, or a combination of the two.

X. number of years experience in the field sometimes will get you hired if you have a college degree you can get a job with no experience in the field, most times the level of [paid employment](#) you have equals people's quality of life.

You can have a scale of employment goals from minimum wage up to the salary in the sixth seven figures.

The only limit to the level of financial wealth one can have has to do with dedication and desire, in some companies' experience.

Often times determine you start working at the base level to learn on the job and grow. A very systematic approach is critical to gain employment in today's difficult arena.

Preparing an approach for [job search](#) is key, you must have yourself interview ready, [properly dressed](#) and arriving you will 15 minutes to a half an hour early for the interview I recommend that you read up about the company. Do research of the company so you can have some intelligent questions about the company.

Follow-up all of the interviews with a thank you letter for being interviewed. Also you need to think about what type of work interests you what and the job requirements of the work. Where is the work available and who do you contact? A foreign language is always useful there is also a specific website called career overview. I believe this site will help a person match their skills to with today's job market.

The most important area in [seeking employment](#) is to stay confident, stay focused, call and do investigation on the job, leave information even if you decide you do not want the job a person.

Article by David Ricardo Wilson



Best companies to work for

- **SAS**
Software and services
Go to SAS.com
100 SAS Campus drive
Cary, NC 27513

- **Boston consulting group**
Management consulting
Go to BCG.com
53 State Street
Boston, MA 02109

- **QUALCOMM**
Wireless Company
Go to QUALCOMM.com
5775 Morehouse drive
San Diego, Ca 92121

- **Camden property trust**
Apartment development
Go to Camden
3 Greenway Plazas
Houston, Texas 77046

- **Nugget Market**
Super market chain
Go to Nugget Market
168 Court Street

- **DreamWorks Animation**
Animation Company
Go to Careers [DreamWorks](#)
1000 Flower
Glendale, CA 91201

- **Edward Jones**
Investment Company
Go to careers at [Edward Jones](#)
12555 Manchester
St. Louis, MO 63131

- **Wagmans Food Market**
Best groceries store
Go to careers at [Wagmans](#)
1500 Brooks Ave
Rochester, NY 14603

- **Google**
Search engine
Go to [Google](#)

- **Recreational Equipment**
Outdoor Equipment
Go to careers at [Recreational Equipment](#)
6750 South 228th Street
Kent, WA. 98032

- **Amazon.Com**
Online retail Store
Go to careers at [Amazon](#)
2280 Corporate Circle
Suite 100
Henderson, NV 89074

- **Bingham McCutchen**
Corporate law firm

Go to careers at [Bingham](#)
1 Federal Street
Boston, MA 02110

- **Robert W. Baird & Company**
Investment adviser
Go to careers at [Robert W. Baird](#)
777 E. Wisconsin Ave
Milwaukee, WI 53202

[Career-Ideals.com](#)



Careers Pathways

***Not sure what career path to take, this career pathway list can help.**

Computer software engineer...\$74,980

Computer system analysts... \$56,450

Computer software engineer system software... \$79,740

Teacher post secondary... \$51,614

Management analyst.....\$53,000

Sales manager.... \$84,220

Computer and information system managers...\$92,570

Logicians... \$57,110

Registered nurse.. \$52,330

General and operational Manager..\$77,420

Network system and data communications analysts.. \$50,600

Medical and health service manager... \$57,430

Computer security specialist more than... \$58,190

Network and computer system administrate or more then 84,900

Pharmacists hundred and more then... \$45,600

Surgeons more than... \$145,600

Treasurers, controllers, and she financial officers...\$81,880

Family and general practitioners.... \$37,900

Pediatrics general... \$135,730

Marketing managers....45,700

Special education teachers secondary school \$140,350

Chief executives.....\$140,350

Government service executive more than..... \$140,350

Private sector executives.. \$50,770

Accountants....\$50,770

Auditors.... \$74,190

Education administrators, elementary and secondary school \$94,930

Highway Patrol pilots.. \$50,290

Police patrol officers.... \$44,160

Sheriff and deputy sheriffs. \$45,210

Database administrators..\$45,210

Education administrators.....\$45,210

Sales Rep. agricultural.....\$45,210

Sales Rep. electrical/electronic. \$58,580

Sales Rep. instrument....\$58,580

Sales rep mechanical equipment and supplies\$58,580

Sales Rep. medical.....\$58,580

Special education teachers- preschool, Kindergarten and
elementary grades... \$45,570

Computer support specialists... \$40,430

Physical therapist..... \$50,180

Sales Rep. Wholesale and manufacturing.... \$45,400

Training and development specialist..... \$44,570

Electrician... \$42,300

Secondary school teacher special and vocational education \$45,650

Training and development manager..... \$57,460

Compensation and benefits manager.....	\$56,530
Public-relations specialists.....	\$43,830
Market research analyst.....	\$56,140
Advertising and promotions manager.....	\$53,610
Clinical psychologists.....	\$54,950
Counseling psychologists.....	\$54,950
School psychologists.....	\$54,950
Physician assisted.....	\$54,950
Computer programmers..	\$59,410
Dental hygienist.....	\$52,890
Kindergarten teachers.....	\$41,660
Occupational therapists.....	\$51,910
Financial analysts	\$46,810
Social and community service managers.....	70,000
Public relation managers....	\$48,790
Instructional coordinator....	59,200
Sales agent's financial services.....	59,200

Sales agent's securities and commodities.....	59,200
Constructional managers.....	\$59,870
Employment interviewers private or public service...	\$41,190
Personal recruiter.....	\$41,190
Environmental engineer.....	\$86,480
Heating and cooling mechanicals.....	\$36,260
Refrigeration mechanicals.....	\$36,260
Paralegals and legal assistance..	\$47,490
Storage and distribution managers.	\$39,130
Transportation managers.	\$56,600
Loan officers...	56,600
First-line supervisors and managers supervisors construction trade workers	\$48,830
First-line supervisors and management supervisors workers	\$50,450
Speech language acknowledges.	\$50,450
Pipe fitters.....	\$52,410
Pipe laying fitters.....	\$41,290

Plumbers.....	\$41,290
Elementary school teachers except special a education	\$43,150
First- line supervisor/managers of mechanical.	\$43,580
Installation is and repairs....	\$50,340
Cost estimators...	\$49,940
Child-support, missing persons and unemployed insurance	\$47.800
fraud investigators.....	\$53,990
Criminal investigators and special agents	\$53,990
Immigration and customs inspectors.....	\$53,990
Police detectives.....	\$53,990
Police identification and records office.....	\$53,990
Tractor-trailer truck drivers.....	33,520
Truck drivers.....	33,520
License practical and licensed vocational nurses...	\$33,970
Medical scientists...	\$61,320
Child, family and school social worker.....	\$34,820

Medical and public health social worker\$40,080

Radiologists..... \$20,420

Radiologists Technician\$43,350

Radiologists technological.... \$43,350

Correctional officer and jailer..... 33,600

Medical and clinical laboratory technologists.... 45,750

Self in rich education teachers..... \$30,880

Sales engineers..... \$70,820

Graphic designers.....38,000

Forest fire fighters.....\$38,330

Municipal fire fighters...\$38,330

Technical writers..... \$53,490

Respiratory Therapists.... \$43,140

Legal secretaries\$36,720

First- line supervisors/managers of a lease and detectives \$54,430

First- line supervisors/managers of none retail sales workers 59,000
and \$300

Air line pilots, captains and flight engineers...	\$129,250
Educational, vocational and counselors.....	\$45,570
Adjustment clerks.....	\$27,020
Customer service Rep. Utilities....	\$27,020
Sheet metal workers ...	\$35,560
Vet.....	\$20,420
Veterinarians.....	\$66,590
Physical Therapist Assistance ...	\$37,890
Directors- stage, motions pictures and television and radio	\$52,840
Producer.....	\$50,840
Talent director	\$52,840
Tech Directors/managers.....	\$52,840
Forest fire fighting and Prevention supervisors..	\$58,920
Municipal fire fighting and prevention supervisors...	\$58,920
Medical assistance.....	\$24,610
Environmental scientists and specialist including healthcare	\$51,080

Mental health and Substance Abuse social worker \$33,920

 Caption writers.... \$44,350

 Copy writers\$44,350

 Creative writers..... \$44,350

 Dental assistant..... \$28,330

Clam Examiner property and casualty insurance... \$44,220

Insurance adjusters, examiner and investigator... \$44,220

 Architect landscape..... 50,300

 Bill and account collector....\$27,450

 Massage therapists\$31,950

 Chiropractors\$59,910

First- line supervisor/managers of the production.. 37,850

 Operating workers..... \$44,740

 Social and human service assisted... \$24,270

 Flight attendants..... \$43,440

 Engineering managers... \$97,630

Cement masons and concrete finishers..... \$31,040

GED teacher and instructor..... \$38,980

First- line supervisor and manager/supervisor's landscaping
Workers... \$35,340

Lawn service managers.....\$35,340

Receptionist and information clerk's.....\$21,830

Maintenance and repair workers general..... \$30,710

Truck drivers light and delivery service..... \$24,540

Industrial engineer..... \$55,020

Purchase agents, except wholesale retail and farm products \$47,680

Diagnostic medical sonographers..... \$52,490

Production, planning and expediting clerks..... \$36,340

Fitness trainers and aerobics instructors..... \$25,470

Multy-media art and animator\$50,350

Surgical technologist..... \$34,010

Educator administrator, preschooler and child care...\$37,000

Center/program..... \$35,730

Food service manager.	\$39,610
Credit analyst.....	\$47,260
Middle school teacher except special education	\$43,670
Security guards.....	\$20,320
Brazes	\$30,620
Costume attendance.....	\$25,050
Soldiers.....	\$30,620
Welders-fitters	\$30,620
Welders productions	\$30,620
Clergy.....	\$36,890
Human resource assisted except payroll and time...	31,780
Industrial production manager....	73,000
Cardiovascular technologists and Technicians ...	\$38,690
Preschool, except special teacher...	20,980
Property, real estate and community Association manager	39,980
Telecommunication line installer and repair...	40,330

Biochemists.....	68,950
Biophysicists	68,908
Nursing , orderly and attendants	20,980
First- line supervisor/managers of transportation...	29,380
Material/movie mechanical and vehicle operators...	\$44,810
Home health aides.....	\$18,330
Agents and business managers of artists, performers...	\$45.800
Athletes.....	\$55,080
Ceiling tile insulators	\$34,030
Drywall	\$34,030
Boat builders and shipwrights	\$34,900
Boat builders	34,000
Carpenter assemblers and repairs.....	34,900
Construction Carpenters.....	34,900
Rough carpenters.....	34,900
Ship carpenters and joiners	\$34,000

Roofers	\$30,840
Mental health counselors	\$32,960
Electronics engineer, except computers.....	\$75,770
Appraisers, real estate	\$43,390
Assessors.....	\$43,390.
Brick masons and block masons	\$41,740
Interior designer.....	\$40,670
Personal and home care aides	\$16,990
Automotive master mechanic	\$32,450
Automotive specialists technician	\$32,450
Civil engineers	\$64,230
Emergency medical technicians.....	\$25,310
Calibrations and instrument technicians.....	\$46,310
Electrical engineer technicians.....	\$46,310
Electronics engineering technicians.....	\$46,310
Hazardous material removal workers.....	\$33,320
Irradiated-fuel handler.....	33,320

Interviewers, except eligibility and loans.....	\$23,670
Advertising sales agent.....	\$40,300
First-line supervisors, administrator support....	\$41,030
First-line supervisors, customer service.....	\$41,030
Medical records and health information technician...	\$25,590
Radiation therapist.....	57,000
Rehabilitation counselor.....	\$27,670
Nuclear medicine technologist	\$56,450
Legit analysts	\$56,040
Pharmacy technician	\$23,650
Health educators.....	\$38,480
Insurance sales agent.....	\$41,720
Environmental compliance inspectors.....	\$47,390
Equal opportunity representative and officers....	47,390
Executive Secretaries and a administrative assisted...	\$34,970
Government property Inspector and investigator...	47,390

Licensing examiner and inspectors.... \$47,390

Pressure vessel and inspectors.... \$47,390

Dir. religious activities and educator.... \$30,700

Bus and truck mechanic and diesel engine specialist.. \$35,780

Meeting and convention planner... \$39,620

Art Director..... \$63,940

Landscaping and Grounds Worker..... \$20,420



Useful Tips

- Use career strategy
- Spend time each day searching for new employment
- Don't overwhelm yourself
- Find the answers to all your setbacks
- Be unique
- Get job alerts to save time
- Make [cover letters](#) and resumes unique to stand out
- Twit or blog for employment
- Prepare yourself with two special outfits
- Give yourself a deadline

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About the Author

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