

**THE BASICS
OF AN
EFFECTIVE
JOB SEARCH**

You've come to a critical decision: It's time to look for a new job, something you haven't done in a few years. But where do you begin? Before you do, follow our five basic steps to launching a job search.

1. Take a Personal Inventory
2. Put the Web to Work for You
3. Write Your Basic Resume
4. Write Your Basic Cover Letter

BANKRUPTCY ANALYST

U.S. DEPARTMENT OF JUSTICE

The Office of the U.S. Trustee in Orlando, Florida is recruiting for a full-time individual to conduct economic and financial analyses of businesses and consumers in bankruptcy by examining financial reports and operating statements.

For additional information, qualification requirements, and application procedures, go to www.usajobs.opm.gov. Click on Search Jobs and enter vacancy announcement # ORL BK 10-2123-131 in the keyword search. Compensation \$57,408 - \$125,695 plus benefits. An EO/Reasonable Accommodation Employer.

**Clerk Technician
Toho Water Authority
Part Time Position
20 Hours - No Benefits**

Position requires a High School diploma or GED equivalent supplemented by six months to one year of general secretarial/administrative experience or an equivalent combination of education training, and experience that provides the required knowledge, skills and abilities. Must possess computer and keyboard skills. Accounting experience a plus. Salary \$11.57/hr. Open until filled. Apply to Personnel Dept; 101 Church Street (City Hall); Kissimmee, FL 34741. personnel@kissimmee.org AA/EOE.

Executive Director for key health planning agency for Central Florida. 5+ years of experience planning, evaluating, or directing health programs. Doctoral or Masters Degree. Closing date 8/27/10. www.hcccf.org for details.

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JOBS

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