



Administrative and Executive Assistant Career Starter: Finding and Getting a Great Job

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Administrative and executive assistants are essential employees in almost every business. A skilled assistant can find work across a wide range of industries and has the ability to command a highly competitive salary. This comprehensive guide provides all the information you need to make the right choices to succeed in today's assistant market. *Administrative and Executive Assistant* explains what to expect from a career as an assistant. It helps candidates determine what kind of training is necessary for their personal career path. Candidates can find out about financial aid options, how to navigate the application process, and the best strategies for finding employment. Plus, the book is packed with insider advice on how to succeed in as an assistant—from managing time and bosses to getting promoted to the next level.



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