

Chicago Writers Association (CWA) 2010-2011 Speakers Bureau Program

Program Title: **Win The Job Interview Before It Begins!**

Presenter's Name: Dan Burns

Program Description: A hiring manager makes a decisive qualification of a job candidate within the first 60 seconds of their meeting. In those first 60 seconds, a hiring manager can decide whether you will be moved to the top of the list...or dropped from consideration.

In today's challenging marketplace it is critical that job seekers go above and beyond what's normally required and what their competition is doing. Dan Burns will provide the tools and techniques to make a great first impression in those first 60 seconds, and help people win their job interview—before it begins.

Topics that will be covered in the presentation will include:

- Assessing the Job Marketplace and the Job Search Approach
- Win The Job Interview Before It Begins: Implementing the 60-Day Plan
- Effectively Managing The First 60 Seconds and the Interview
- The Unique Challenges Facing Job Seekers Today
- Planning For Your Next Great Career Opportunity

Intended Audience: Adults. This program is particularly suited for the unemployed, college graduates, and anyone considering a job change or wanting to more effectively manage their career.

Program Duration: 90 minutes

Engagement Fee: \$200 and the permission to sell books (at a discounted rate of only \$10) at the conclusion of the event.

References: Peg Bugajski, Dolton Public Library, pam@doltonpubliclibrary.org, 708-849-2385

Shari Padula, Oak Lawn Public Library, a_padula@sbcglobal.net, 708-422-4990

Jim Breen, St. Thomas Jobs Ministry (spoke to a group of 200+), jimb4853@yahoo.com

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About The Author

Over a twenty-five year period, Dan Burns has realized a successful career as a corporate manager, entrepreneur, educator, business owner, and now as a full-time writer and career coach.

For over fourteen years, Dan served as owner and Executive Vice President of a national technical and management consulting company, providing consulting and employee placement services to Fortune 500 companies and helping people successfully obtain their next great career opportunity.

In May 2009, Dan published his first book, [The First 60 Seconds: Win The Job Interview Before It Begins](#). Through his book and speaking engagements, Dan is actively helping thousands of people to be more successful and effective in today's challenging job marketplace.

[The First 60 Seconds](#) is now in its second printing and was recently recognized as a bronze medallist in the 2010 Axiom Business Book Awards.