

You're Hired Cv How To Write A Brilliant Cv

The Graduate Career Handbook is the complete guide to graduate career planning and job hunting for students and graduates, offering vital guidance on how to discover your potential, what to do after graduation, how to maximise your employability, and kick-start your career. Organised in simple chapters, this graduate career guide book is designed to help you address the various issues you experience as you move through university and into work, uniquely starting from your first year at uni and taking you through to your first days at work and beyond. It is packed with career advice and guidance for students and new graduates. Topics include: How to use self-reflection to identify possible career paths How to gain work experience and build employability skills The importance of networking and research Whether to consider postgraduate study Recruitment practices and what to do if you need a Plan B How to make a good first impression at work and career management Whether you have your heart set on a particular career, have a few ideas about possible lines of work, or wondering what job should I do , this book is for you. If you know what you want to do, it offers vital guidance on how to achieve your ambition and land your dream job; if you don't have a clue, it will help you work out what your next step should be. With handy tips, checklists and real-life examples throughout, this You're Hired guide will help you to supercharge your career and get the graduate job you want! A well-rounded and accessible book that covers everything you need to know. Highly recommended! Stuart Johnson, Director of the Careers Service, University of Bristol A timely book from two experts who really understand graduate careers. Stephen Isherwood, Chief Executive of the Association of Graduate Recruiters *

If you're looking for a new job or just need a hand getting on the career ladder then You're Hired: Total Job Search 2013 is your one-stop-shop for landing the job of your dreams. Packed full of practical exercises and handy tips, this totally up-to-date, helpful guide will take you through the entire recruitment process and includes advice on how to: Plan your job search and find the right role Write an impressive and compelling CV that makes you stand out from the crowd Work with recruitment agents and consultants to maximise your chances Perform successfully at interview Pass assessment centre tests with flying colours Negotiate the job contract and make a good impression on your first day Written by expert career coach, Jeremy I'Anson, You're Hired: Total Job Search 2013 gives you just what you need to find and get the perfect role. For more information about the book and extracts try <http://totaljobsearchonline.com/>

Does the prospect of answering tough interview questions fill you with fear? Are you worried you'll clam up and ruin your chances of being successful in winning the job of your dreams? This guide book is written by psychologists who specialise in the recruitment process so they know exactly what your interviewer wants to hear from you. Packed with practice questions, sample tests and tips on how to impress a prospective employer this book will arm you with the tools you need to cope with any interview scenario, including the dreaded competency-based questions that recruiters are using with increasing frequency. This book will help you whether you're a first or second jobber, a career changer or maybe you're returning to work after a break and need some extra guidance to get back in the game. You can be reassured that it will equip you with the confidence you need to answer tough questions with ease and achieve interview success you deserve. The You're Hired! series shows job hunters how to research, apply for and land the job of their dreams.

Write your perfect CV and start getting job interviews! You will get hired with these interview winning techniques (most common and frequent questions and how to answer them step by step). Learn to fine tune your current CV to get more views online and offline. You will get hired quickly with these simple and easy steps. Your perfect CV is one stop away, grab the employers attention and write a cover letter from employers point of view. Start writing your CV from the employers point of view. Impress your employer with the CV that stands out from the crowd. Avoid online templates as these are all similar, write your CV from scratch from the employers point of view! This book is based on experience in how to get hired at your desired field. Get instant job interviews. Includes 3 CV examples as a bonus. Easy to read and follow. Apply for jobs, get interviews and start your career. Get hired.

Are you ready for your next career move but want to get ahead of the competition? Most people watch others climb the career ladder and assume they must possess a natural talent that only a lucky few are blessed with. The truth is that the skills needed to get ahead of 99% of other candidates can be learned, and with practice can transform anyone's chances of securing the job of their dreams. In this book, How to Get Hired: An Insider's Guide to Applications, Interviews and Getting the Job of Your Dreams, Michael A. Harrison uses all the skills he has developed through years of recruiting the right people to demonstrate how you can learn the strategies that will secure you the position, with information such as: How to identify the right jobs for you How to write applications, CVs and cover letters How to prepare for an interview How to impress in interviews How to negotiate and accept a job offer And much, much more With additional access to supporting material and template documents through the book's website, How to Get Hired is the complete package when it comes to getting it right at every stage of the process. So, whether you are pursuing your dream job or looking for a promotion to the next level, How to Get Hired will help you succeed!

"F*ck Your Resume is the complete all-in-one-guide to move beyond the traditional resume-for-hire system and use the Internet to optimize one's chances of finding and landing the job. According to Jeremy Dillahunt, the Internet is just not just one way to find a job-- it is the only way"--Excerpt from Amazon.com.

The internet is transforming the way in which the world of work operates, and those who understand how to make the most of the online environment are best equipped to progress their careers. For those who find the world of social media and online career sites baffling, there's a risk of being left behind. This book explains how to use technology to your best advantage, giving you the tools to improve your digital footprint and maximise your chance of getting recruited online. Using real life examples, the step-by-step process includes: Who to trust online Getting to grips with LinkedIn, Facebook, Twitter and Google+ Effective online communication Making an impact Finding vacancies and other opportunities How to embrace technology in recruitment practice With this easy-to-read advice you will be able to embrace how the internet is changing the world of careers, by having the skills to make the most of the career progression opportunities technology has to offer. The You're Hired! series from Trotman guides job hunters through the challenging process of finding and securing their perfect role. Each book is written by an expert in their field and is filled with tips, advice and useful exercises to help prepare for every stage of the job search.

The UK's bestselling CV book has just been updated. Containing valuable CV advice, templates, practical tips, and advice on how to use social channels in your job search, this edition brings the content fully up to date with new real-life examples. Authored by Corinne Mills, Managing Director of the UK's leading career coaching and outplacement company, Personal Career Management, this book provides valuable insight into what recruiters and employers are looking for. Corinne has worked for 20 years in the career management field, helping thousands of individuals with a wide array of career challenges and regularly features as the career expert for the Guardian, Telegraph, FT, Sky News as well as the BBC. You're Hired! How to write a brilliant CV is essential reading for creating the best possible CV for the job you want, whether you're just starting out or moving your career forward. This book guides you through the preparation process to identify your most relevant skills and experiences for the position you are applying for. Filled with real-life examples and practical advice on how to address tricky career

challenges, and use your CV to stand out from the competition, this is an indispensable guide for job hunters. The You're Hired! series from Trotman guides job hunters through the challenging process of finding and securing their perfect role. Each book is written by an expert in their field and is filled with tips, advice and useful exercises to help prepare for every stage of the job search.

I was 21 when I finished my University degree in Computer Visualization and Games. I was a freshman with no work experience in this field. I was looking for jobs in computer field, mainly games development, web design or 3d animation. It was hard to get 1 interview; I remember those days when I use to apply for dozens of jobs every day. I have been to countless online job recruiters (Reed, Monster, Indeed, etc.) Also, in many Job Center Plus and career advisors such as: Seetec, YMCA and many others. Been in many libraries not for reading books but to apply and to get advice in how to get in to the job market. It was taught but eventually I landed in my desired field. Every time I visited the above places my CV was rewritten countless times, until I found how to write a perfect CV from employers' point of view. This took a lot of patients and hard work but eventually I started to get dozens of interviews. I found the secret of writing an interview winning CV. Every time I used to apply for just a few jobs and would get 1 to 3 interviews a week. And this is what I want you to archive. I want you to get job interviews, I want you to learn how to write an interview winning CV. A CV that is written from employers' point of view. In this book titled "CV Resume Writing Techniques Get Hired Immediately" you will learn all the CV writing techniques that will guarantee you an interview. Plus, many interview winning techniques that you should know such as: how to prepare for an interview, how to do research before an interview, most common questions at an interview and how to answer them. After reading this book you will be able to write you own CV from employers' point of view that will give you multiple job interviews a week. Results may vary; however, this book is based on my experience in how I got multiple interviews by learning how to write a perfect CV. I also share with you on this book several ways in how to apply for jobs. Not only online but also by writing a cover letter and sending speculative letters.

The definitive career guide for grad students, adjuncts, post-docs and anyone else eager to get tenure or turn their Ph.D. into their ideal job Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site The Professor is In, she has helped countless Ph.D.'s turn themselves into stronger applicants and land their dream careers. Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including: -When, where, and what to publish -Writing a foolproof grant application -Cultivating references and crafting the perfect CV -Acing the job talk and campus interview -Avoiding the adjunct trap -Making the leap to nonacademic work, when the time is right The Professor Is In addresses all of these issues, and many more.

The UK's bestselling guide to successful interviews is back, with a new edition updated with expanded content on planning for interviews and tailoring your interview to a specific role. This is the definitive, bestselling guide to planning, preparing and performing in interviews to maximise your chances of landing the job you want. The guidance in this book has been tried, tested and honed to perfection. The unique content includes a chapter on avoiding the most common interview mistakes, and important information on how to handle and benefit from the post-interview period. Written by the CEO of the UK's leading CV consultancy service, James Innes, the book is supported by exclusive online tools and bonus content including sample interview questions, templates and best-practice scenarios.

The complete guide to finding work for anyone aged 50 and over. Whatever your circumstances - from a change of career, a move to self-employment, a need to earn a decent income, or wishing to decrease your hours to free up time for other pursuits, this invaluable book helps readers to define their individual work needs and learn the modern techniques for successful job hunting. Helping readers to refocus and build confidence in the job market, the contents include getting in the right mind set, establishing clear goals, social media, networking, CV writing, interviews, stereotypes and how to deal with them, and self-employment.

Lecturers request your electronic inspection copy here Having a good CV is integral for securing your perfect job. This book gives you the tools necessary to produce a persuasive CV, targeted at the relevant career and accurately reflecting your value to a potential employer. Learn how to target your CV Showcase your key skills and experience Prove your value so you're hired on the spot. Super Quick Skills provide the essential building blocks you need to succeed at university - fast. Packed with practical, positive advice on core academic and life skills, you'll discover focused tips and strategies to use straight away. Whether it's writing great essays, understanding referencing or managing your wellbeing, find out how to build good habits and progress your skills throughout your studies. Learn core skills quickly Apply right away and see results Succeed in your studies and life. Super Quick Skills give you the foundations you need to confidently navigate the ups and downs of university life.

Write a killer CV and land your dream job. It takes an employer just seven seconds to save or reject a job applicant's CV. In this book, James Reed – chairman of REED, Britain's largest recruitment company – offers invaluable and specific advice on what employers want to see in the CVs they receive and how you can stand out from the crowd. Unlike other career development books, the honest advice presented here has been compiled from one-to-one interviews, surveys and countrywide workshops across REED's network of recruitment consultants. This book is an accessible and enjoyable read, intensely practical and packed with pull-out quotes, layout examples and tips. Find out what future employers are looking for and take the first step to start loving Mondays again.

The UK's bestselling CV book has just been updated. Alongside valuable CV advice, templates and practical tips, You're Hired! How to write a brilliant CV now includes a new extended chapter, revealing

how to use LinkedIn, Twitter, Facebook and other social channels to find jobs, research companies and maintain a professional web presence. Authored by Corinne Mills, founder of the UK's leading career management and outplacement company, Personal Career Management, this book provides valuable insight into what recruiters and employers are looking for. Corinne is considered to be the UK's leading authority on CVs and the job search process and regularly features as the career expert for the Guardian, Telegraph, FT, Monster as well as the BBC. You're Hired! How to write a brilliant CV is essential reading for creating the best possible CV for the job you want, whether you're just starting out or moving your career forward. This book guides you through the preparation process to identify your most relevant skills and experiences for the position you are applying for. Filled with real-life examples and practical advice on how to address tricky career challenges, and use your CV to stand out from the competition, this is an indispensable guide for job hunters. The You're Hired! series from Trotman guides job hunters through the challenging process of finding and securing their perfect role. Each book is written by an expert in their field and is filled with tips, advice and useful exercises to help prepare for every stage of the job search.

An easy-to-follow, nine-step process for how to land your dream job and cut through the noise of job-searching in the 21st century. Banging your head against the wall about the job search? Wondering why nobody's even bothering to send you a rejection letter (much less an interview request)? You are not alone. This process is a beast, but there's good news: #EntryLevelBoss is the book for you. This is an easy-to-follow roadmap for transforming yourself from frustrated job seeker into hired, happy, productive human. One part behind-the-scenes memoir, one part playbook, #EntryLevelBoss lays out career coach Alexa Shoen's proven 9-step methodology for approaching the job search during these crazy times we're living through. Think of it like a fitness plan—except instead of killer abs, you wind up with multiple interviews for a bunch of jobs you actually want. Cool, right? This is not another manifesto about finding your passion. (I mean, yes, let's find your passion, sure, but the rent is also due and I would assume you're interested in getting paid.) This is a real plan that's based on the real rules of the game. You'll learn how to effectively identify your future hiring manager, for example, and slide into their DMs in the least creepy way possible. Alexa Shoen is the internet's leading confidant for panicking job seekers. She has guided thousands of people into full-time employment using these exact steps. Even if you're convinced you're the least hireable person on the planet, Alexa's got you covered.

Based on today's real-world job search trends, Modernize Your Resume shows you how to craft a winning resume to meet the complexities of today's highly competitive and technologically driven employment market. The entire job search process is evolving at a remarkably rapid pace, and your resume is at the foundation of it all. In this book, you'll learn to: * Write tight, lean, clean, and laser-focused content to keep your reader engaged. Focus on information that is relevant and integrate keywords that are vital to being found online. * Create a distinctive design to make your resume stand out and capture attention. Getting noticed is step #1, so make that happen and you're on your way. * Understand how to use today's modern resume for both person-to-person job search as well as electronic, digital, and mobile search technologies. * The 80+ resume samples demonstrate these strategies in action for real-life job seekers who've excelled in their search campaigns. The samples showcase the resume writing work of Enelow, Kursmark, and many of their colleagues who are also well respected for their expertise in resume strategy, writing, format, and design. Clear guidelines and easy-to-follow examples give you practical know-how for building your own powerful resume that will serve all of your job search needs. You'll learn what works, why it works, and how you can make it work for you. The resume book we've all been waiting for from resume industry leaders Wendy Enelow and Louise Kursmark. Rich Feller, Past President, National Career Development Association

"A guidebook to help people make smart career moves right out of college; land a dream job; establish a strong business reputation; navigate their organization's social scene through networking; and more"--Packed with a full range of practice tests, this title gives expert advice on preparing and completing psychometric tests so that candidates have the best chance of success.

This workbook is like having a personal career coach. It's filled with quizzes, questionnaires and checklists to help job hunters and career changers discover their skills and strengths. Providing the latest career advice, it motivates graduates and working professionals alike to follow their dreams and land their perfect job.

YOU'RE HIRED guides young professionals toward making the best of job interviews. It recognizes that a candidate's qualifications can get him or her through the interviewer's door, but securing the dream job requires much more. This book provides the three key strategies for getting hired. It shows how to identify the strongest qualities a candidate has for any job interview and additionally, provides the most appropriate responses to typical job interview questions. This material comes with practice worksheets to help the candidate apply the key learning of the book and position him or her perfectly for the next dream job.

Finding your way in life and work is getting increasingly tough. The chance of getting wellpaid and secure work seems like a distant dream for most. But it's not impossible. This book is about giving you the tools you need to succeed, whether it's getting temporary work while you figure out what to do or help you get that first foot on the job ladder. This book is aimed at people looking for employment. Let's take 15 to 18-year-olds who are still at school. Do you get your GCSEs and think, right, let me go and apply for a job now? No, you start by asking yourself questions like: How do I write a CV? How do I behave in interviews? They need to enter the market with these things already written, so they know how to apply for jobs, know how to be interviewed, know how to ask questions, and what to do if you are offered the job. The advice also applies to people who've never been in paid employment. Or individuals who don't have access to the necessary resources that would allow them to complete their own CVs and job applications, let alone tell them how to go about it. I hope the book will be helpful, accessible and tell readers everything they need to know about how to look for jobs, write a CV and covering letter, what to do in interviews, how to follow up with prospective employers, and a range of other skills people need to get themselves into paid employment.

"You're Hired!" is a career guide for job seekers that may be interested in pursuing a career in the staffing and recruiting industries. It provides a thorough overview of the industries, describes a day in the life of staffing and recruiting professionals, and discusses career paths, including a start-up option. There is also an Appendix at the end with key terms.

John Lees shows you how to write CVs and cover letters that convey your strengths quickly and get you into the interview process.

You're Hired! Interview, is a brand new book taking a unique look at body language in interviews, teaching you how to perform brilliantly to get the job you want. Full of practical techniques to prepare you mentally and physically, this book gives job hunters the skills and confidence to make the best impression. Written by TV body language expert Judi James, this book examines the psychology behind interviews, making sure you can confidently tackle all aspects of the process, be that a powerful presentation or a tricky Q&A. Get ahead of the competition with professional insights into self-presentation, social behaviour and helpful exercises to assess your skills and make sure you're hired! You're

Hired! is a brand new series from Trotman that guides job hunters through the challenging process of finding and securing their perfect role. Each book is written by an expert in their field, and filled with tips, advice and useful exercises to help prepare for every stage of the job search.

You're Hired! CVsHow to Write a Brilliant CVTrotman, Limited

The CV Book is the definitive book on CV writing. It provides help, advice and templates from The CV Centre, the UK's leading CV consultancy, based on many years' experience and encompassing principles tried, tested and proven on a daily basis. Focussed on market needs - evidence-based and developed entirely from customer information. USP - 15 most common mistakes. Sales channel through author's own company and publicity. Added value - templated and website material.

Does the prospect of answering tough interview questions fill you with fear? Are you worried you'll clam up and ruin your chance of getting the job of your dreams? Written by psychologists who specialise in careers and the recruitment process.

Fully revised and updated—the must-have guide to acing the interview and landing the dream job, from “America’s top career expert” (The Los Angeles Times) 60 Seconds & You're Hired! has already helped thousands of job seekers get their dream jobs by excelling in crucial interviews. America's top job search expert Robin Ryan draws on her 20 years as a career counselor, 30 years of direct hiring, and extensive contact with hundreds of recruiters, decisions makers, and HR professionals to teach you proven strategies to help you take charge of the interview process and get the job you want. Brief, compact, and packed with insightful direction to give you the cutting edge to slip past the competition, 60 Seconds & You're Hired! is here to help you succeed! This newly revised edition features: • Unique techniques like "The 60 Second Sell" and "The 5-Point Agenda" • Over 125 answers to tough, tricky interview questions employers often ask • How to handle structured or behavioral interview questions • Questions you should always ask, and questions you should never ask • How to deal effectively with any salary questions to preserve your negotiating power • 20 interview pitfalls to avoid • Proven negotiation techniques that secure higher salaries - and much more! “Robin Ryan has the inside track on how to get hired.” —ABC News

In my book, From Resume to Work, I share with you the 10 challenges to watch out for on your resume and how employers are now looking at each challenge as a potential landmine in your business character. These landmines give them another reason to pass on your resume. I then share a pet peeve of the most anal of employers called the dangling resume. From Resume to Work contains a wealth of input from my experiences going through over 7,000 resumes and hiring over 500 people. I also share insights from employment specialists in many different areas who want you to get it right and understand how best to connect with the employer. From Resume to Work shares five reasons why your resume gets rejected by the employer. Then it covers four areas that will help you answer the primary question on the employer's mind: "What are you doing now?" From there this book will walk you through the three steps of the #1 key to connecting with the employer. From Resume to Work offers resources and gives you check lists to help you use this book with great success. Resources include: - Help with building your resume and cover letter - A list of Temporary Agencies - Where to find Contract Work and Short-Term Employment - 100 Top Companies offering Work-at-home Jobs - 50 Companies where you can get an online job - Where to obtain Online Education and Training - Starting Your Own Business Self-Assessment Sites - Volunteer Opportunities that could lead to a regular job - Internships and externship opportunities - Startup companies where you can find a job The book ends with a "Next Step" chapter that has a link to a MUST SEE video for those who use my book to get the interview, but desperately need some interviewing help. In addition to this, I also share with you how you can get your own free 27-page step-by-step illustrated download I developed called "5 Fixes to the Dangling Resume" on how to fix one of the growing pet peeves of employers today. I include my contact information should you have any questions that you would like to ask. Thank you and have a great day. C. Edwin Gill

Would You Like To Learn Exactly How To Write A Resume Which Will Get You Hired In The Modern Job Market? - NOW INCLUDES FREE GIFTS! (see below for details) Are you about to start searching for a new job and need to write an up-to-date resume? Are you not being invited to interview for the jobs you've applied for? Do you already have a resume but want to modernize it in order to improve your chances in the current job market? Are you a newly graduated student who wants to know exactly how to write a resume that will give you the best chance of landing your first job? If the answer to any of these questions is yes, this book will provide you with the answers you've been looking for! Your resume is the most important self-advertising tool at your disposal when it comes to finding a job. Before you even get the opportunity to interview, your resume will need to stand up to the scrutiny of a perspective employer. With technology changing the way we live and work, there's no doubt job hunting is no longer the same as it was just a few years ago. Even so, writing a winning resume will significantly increase your chances of getting invited for an interview. In this concise guide, you will learn about the "dos and don'ts" of great resume writing. The tips and tricks in this book are specifically geared towards helping you land a job in the present-day job market. With some modern additions to your resume, you can give yourself the competitive edge which may well be the all important deciding factor in whether or not you land that dream job! In this book we will look at: Job hunting: then vs. now - How things have changed and how your resume should reflect these changes The death of the traditional resume - Why a traditional resume simply doesn't cut it anymore The anatomy of a great resume - A step-by-step breakdown of exactly what makes a great resume in the modern day The importance of visual presentation and how to get it right - How to make your resume STAND OUT for the right reasons! How to tailor-fit your resume to the job you're applying for How using multimedia can take your resume to the next level The top 10 mistakes people make when writing a resume and exactly how you can avoid them to give yourself the all important edge over the competition. Also included for a limited time only are 2 FREE GIFTS, including full length, surprise FREE BOOKS! Take the first step towards landing the job you desire. Click the buy now button above for instant access. Also included are 2 FREE GIFTS! - A sample from one of my other best selling books, and full length, FREE BOOKS included with your purchase!

YOU'RE HIRED! THE ULTIMATE GUIDE TO CV WRITING You're Hired! Is the most definitive and well-researched guide to planning, writing and presenting a compelling CV, that will maximise your chances of getting an interview you will find! Furthermore, You're Hired! Makes it quite clear, that if you fail to grab the attention of the recruiter, within a few seconds of them

reading your CV, rest assured, your CV will be consigned to the dustbin of rejections, forthwith. If you're really serious about taking steps to ensure your CV, avoids that bottomless rejection bin, then take note of the suggestions in You're Hired!, and transform your CV into a targeted, high-impact, opportunity winning tool. The author and team of editors from Think Doctor Publications; Live2Achieve, The Institute of Self Development; who all have contributed their professional expertise to this excellent guide book, are extremely confident, that anyone who is looking for that new employment opportunity, will succeed, by simply following the tips in You're Hired, in order that their CV will stand out and selected for and the interview that will lead to that ULTIMATE dream job. TESTIMONIALS Kwame Makura (Career Coach). In the words of General George Patton, "Success is how high you bounce when you hit bottom." The innovative CV tips will ensure you bounce back and more. Karl Wilson (Motivational Speaker)..... Abraham Lincoln once said that the best way to predict the future is to create it." I say the best way to ensure your career aspiration come true, follow the CV tips offered in this book. Ivor Patterson (Finance Specialist and Recruiter) "Johnny Carson said that Desire! That's the one secret of every man's career. Not education. Not being born with hidden talents. The excellent CV advice ensures that anyone with serious careers desires and aspirations will shine and succeed. How do you get your CV to the top of the pile? When you apply for a job, your CV is compared to hundreds of others. You've only got the time it takes the employer to scan the pages to show how brilliant you are. How do you impress them when you don't know what employers are actually looking for? Now fully updated and revised to give you the most up-to-date and effective guidance, Brilliant CV tells you what a prospective employer is looking for and how to write it – now. · Learn how to write CVs that make the shortlist · Understand what employers love and loathe · Revamp your existing CV with minimum effort · Learn how to make the most of online applications and social media Find out what works in the real world and learn how to put it into practice through examples, exercises, samples and templates. With brilliant new chapters on how to tackle online applications and using social media to land that perfect job, you'll be well prepared and ready to really shine and stand out from the rest.

You're Hired! - Interview Skills to Get the Job demystifies the interviewing process with wisdom and wit from an authoritative source. For first-time job seekers and seasoned professionals alike, the realities of the current job market make a competitive edge mission-critical. In You're Hired! Interview Skills to Get the Job, corporate recruitment specialist and motivational speaker Lorne Epstein...

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