



Ultimate Job Search: The definitive guide to successful job hunting (Third Edition)

By Lynn Williams

Kogan Page Limited/Viva Books, 2012. Softcover. Book Condition: New. 3rd edition. Does your CV have what it takes to get you noticed? Can you answer tough interview questions and create a good impression? Do you know what employers are really looking for? Changing jobs is one of life's most stressful experiences. Ultimate Job Search remove the anxiety by teaching you vital skills and techniques. A one-stop shop? for all job hunters, it contains sample CVs for different types of job, sector-specific interview questions and insightful comments from industry experts giving a real-life view of the job market. You will learn how to: search the media and the internet? network? research your employer? prepare a powerful CV for specific jobs and situations? find and apply for jobs online? write cover letters and e-mails? make a great impression at interviews? succeed in aptitude and personality tests? deal with offers and rejections The breadth of the detail makes Ultimate Job Search an invaluable guide for everyone looking for a new job at any stage of their career. Contents: First things first? Find out what skills, qualities and abilities the job requires? Match...



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