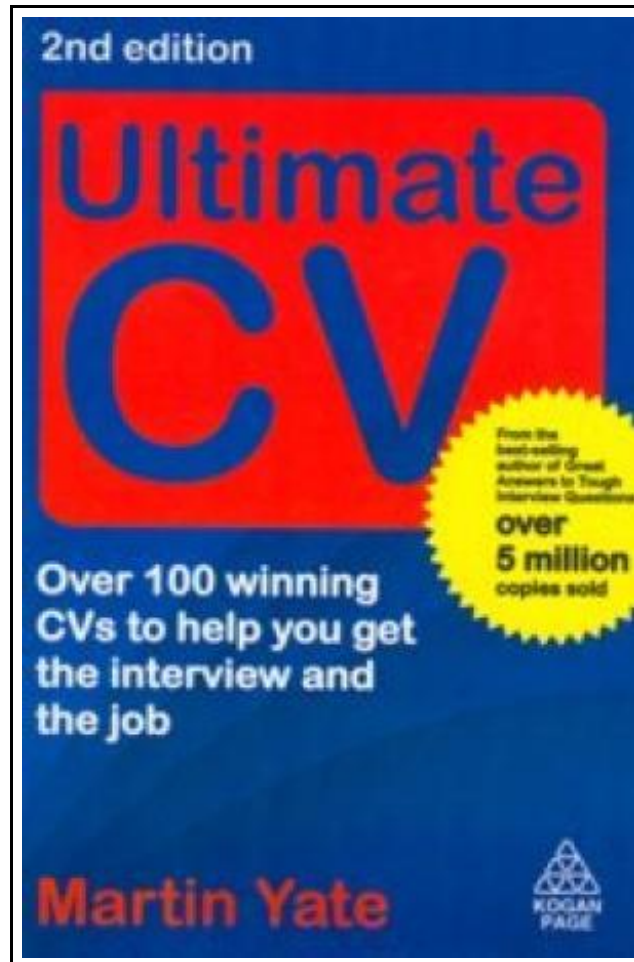


Ultimate CV, Second Edition: Over 100 Winning CVs to help you get the interview and the job



Filesize: 7.58 MB

Reviews

It is one of the best publications. It really is loaded with knowledge and wisdom. You may like the way the blogger wrote this ebook.

(Prof. Shannon Wehner PhD)

ULTIMATE CV, SECOND EDITION: OVER 100 WINNING CVS TO HELP YOU GET THE INTERVIEW AND THE JOB



Kogan Page Limited/Viva Books, 2009. Softcover. Book Condition: New. First edition. Does your CV have what it takes to get you the interview? What makes a great CV anyway? How do you make your CV stand out from the crowd? By the author of the best-selling job-hunting book of all time, Great Answers to Tough Interview Questions, Ultimate CV describes how to create an irresistible CV that will open doors to job interviews and offers of employment. Covering all aspects of this crucial part of the job-hunting process, Martin Yale shows how to : ? Turn plain facts into a powerful sales pitch ? Create a CV that will stand out and grab an employer?s attention ? Use your CV online ? Write a compelling cover letter With hundreds of sample CVs tailored to specific jobs and situations, this is an indispensable book for job-hunters. It provides all you need to create a distinctive, professional CV that will get you the job. Contents: The power of a great CV; A strong focus leads to positive results; The long and short of it ? Three ways to sum yourself up-The chronological CV; The functional CV; The combination chrono-functional CV ? The basic ingredients ? What must always go in; What can never go in ? Judgement calls ? The ultimate CV ? The secret of CV writing; Questionnaire, part one: raw materials; Professional behaviours; Questionnaire, part two: details, details, details; Do your credentials warrant the target job? ? Writing the basic CV; Choose a layout; Filling in the picture: chronological CVs; Editing and polishing; The proofreading checklist for your final draft; Crossing the T"s, dotting the I"s; More than one CV; What"s next? ? The final product; Avoiding the circular file; Fonts; How to brighten the page; Proofing; Appearance checklist; Choosing...



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