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Knockout CV: How to Get Noticed, Get Interviewed & Get Hired

By John Lees

McGraw-Hill Education - Europe Sep 2013, 2013. Taschenbuch.
Book Condition: Neu. 227x157x12 mm. Neuware - 'John Lees is a purveyor of sound, no nonsense career advice which delivers results, whatever your age or status.' Carol Lewis, Business Features Editor, The Times It doesn't take months to learn how to write a CV that works, but it does take a few hours. This book is designed to take you through that process quickly, taking some short cuts, encouraging your readers to say one simple word: 'yes'. Features: Step by step approach to building a CV from scratch Detailed advice on getting bullet points and the profile right Example CVs, including entry level and executive CVs Demystifying of CV formats and styles, including 'hybrid', competency-based and functional CVs Drawing on over 25 years' experience of training recruiters, John Lees, author of the bestselling *How To Get A Job You'll Love*, is one of the UK's best known career strategists. In Knockout CV he shows you how to write CVs and cover letters that convey your strengths quickly and get you into the interview room. 'A comprehensive and practical guide to building a relevant, evidence-based CV which will win the recruiter's attention. Looks afresh...'



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