



CVs and Job Applications (One Step Ahead)

Judith Leigh, John Seely

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A book of practical advice and useful tips on how to design your CV and write successful job applications. This lively, accessible, and illustrated guide is divided into two sections. The first provides comprehensive advice on what to consider when putting a CV together, compiling an application, and going to the interview. Also covered are speculative and online applications, circumstances such as returning to work after a break or changing direction, references, and clarifying the job offer. The second section contains useful checklists and examples to aid and inspire the would-be interviewee.

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