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Descrizione fisica	1 online resource (271 pages)
Disciplina	650.142
Soggetti	Cover letters Resumes (Employment)
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Formato	Materiale a stampa
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Note generali	Revised edition of the author's The CV book, 2009.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Cover -- Title Page -- Copyright page -- Contents -- About the author -- Acknowledgements -- How to use this book -- Part 1 -- Laying the foundations: getting the basics right -- Chapter 1. Why are CVs so important? -- Chapter 2. Aesthetics and presentation: looking good on paper -- Chapter 3. Content and style: what to say and how to say it -- Chapter 4. Structure: which type of CV is right for you? -- Part 2 -- Building your CV: section by section -- Chapter 5. Personal details -- Chapter 6. Professional profile -- Chapter 7. Objective -- Chapter 8. Education and qualifications -- Chapter 9. Career history -- Chapter 10. Key skills -- Chapter 11. Achievements -- Chapter 12. Other details -- Chapter 13. Interests and activities -- Part 3 -- The 15 most common CV writing mistakes -- Chapter 14. How to avoid them! -- Part 4 -- When the usual rules don't apply -- Chapter 15. Ten solutions for ten potential problems -- Chapter 16. Special cases - professions where the rules are different -- Chapter 17. CVs and resumes - looking for work abroad -- Part 5 -- Tailoring your CV -- Chapter 18. How to adapt your CV for every application -- Part 6 -- LinkedIn -- Chapter 19. LinkedIn -- Part 7 -- Looking at the whole picture -- Chapter 20. Cover letters -- Chapter 21. Interviews -- Chapter 22. Your new job -- Part 8 -- CV and cover letter examples and templates -- Chapter 23. Twenty-one CV examples to help you write yours -- Part 9 -- My five

top tips to make your CV stand out -- Chapter 24. How to make your CV stand out! -- Further reading and resources -- Appendix A: 250 action verbs -- Appendix B: 50 positive adjectives -- Appendix C: 222 commonly misspelled words -- Index.

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#### Sommario/riassunto

The best and most up-to-date guidance available on writing and presenting the perfect CV is back in a new edition. This is the most definitive and well-researched guide to planning, writing and presenting compelling CVs to maximise your chances of getting an interview. The guidance in this book has been tried, tested and honed to perfection. The unique content includes a chapter on avoiding the most common CV mistakes, which only a few of the very best CVs actually manage to do.

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