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Titolo	CVs, Resumes, and LinkedIn : A Guide to Professional English // by Adrian Wallwork
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ISBN	1-4939-0647-X
Edizione	[1st ed. 2014.]
Descrizione fisica	1 online resource (207 p.)
Collana	Guides to Professional English
Disciplina	650.142
Soggetti	Success in business Professions Popular works Careers in Business and Management Popular Science, general
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	The Qualities of a Good CV and Resume -- Templates -- Writing Dates -- Personal Details -- The Photograph -- Objectives, Executive Summaries and Personal Statements -- Education -- Work Experience -- Skills -- Personal Interests -- References and Reference Letters -- Cover Letters -- Writing a Bio -- Using LinkedIn -- Final Thoughts.
Sommario/riassunto	Are you a graduate, postgraduate or PhD student? Are you simply looking for a new job in the private or public sector, in research or industry? If your aim is to produce a professional CV or resume, then this book is for you. Based on interviews with recruiters and HR managers, and an analysis of hundreds of CVs from around 40 different countries, the book is structured as a series of FAQs. Topics covered include: how recruiters and HR people analyse a CV whether using a template is a good idea the difference between a CV and a resume how to present your personal details and whether to include a photo how to write an Executive Summary what to write in each section (Education, Work Experience, Skills, Personal Interests) how to write dates how to highlight your language, communication and team skills how to get and write references You will also learn some hints and strategies for writing a: cover letter LinkedIn profile. reference letter bio The last

chapter of the book contains a simple template to help you get the job of your dreams! Adrian Wallwork is the author of over 30 books aimed at helping non-native English speakers to communicate more effectively in English. He has published 13 books with Springer Science+Business Media. Other books in this Professional English series include: Email and Commercial Correspondence User Guides, Manuals, and Technical Writing Meetings, Negotiations, and Socializing Presentations, Demos, and Training Sessions Telephone and Helpdesk Skills.

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