

1. Record Nr.	UNINA9910781163603321
Autore	Bloomsbury Publishing Bloomsbury
Titolo	Get that job [[electronic resource]] : CVs
Pubbl/distr/stampa	London, : A. & C. Black, c2009 London : , : A. & C. Black, , 2009
ISBN	1-4081-3421-7
Edizione	[Rev. ed.]
Descrizione fisica	1 online resource (103 p.)
Collana	Steps to success
Disciplina	650.14
Soggetti	Resumes (Employment) Job hunting
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Previous ed.: London: Bloomsbury, 2004.
Nota di bibliografia	Includes bibliography and index.
Nota di contenuto	Cover Page; Title Page; Copyright Page; Table of Contents; Assess yourself; 1 Identifying your goals and your key skills; 2 Preparing different types of CV; 3 Winning with your CV; 4 Making an impact with your covering letter; 5 Researching the job market; 6 Job-hunting online; 7 Choosing the right first job; Example functional CV; Example speculative chronological CV; Where to find more help
Sommario/riassunto	The job market has never been more competitive, and marketing yourself can be tricky. This title offers practical, step-by-step advice on preparing, writing, and presenting an impressive CV that will help you 'get your foot in the door' with prospective employers. Covering essential issues such as identifying your goals, creating different types of CV and a fantastic covering letter to go with them, this is a must-read for all job-hunters. The job market has never been more competitive, and marketing yourself can be tricky. This title offers practical information on compiling and presenting an