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Titolo	Ultimate job search : invaluable advice on networking, CVs, cover letters, interviews, psychometric tests and follow-up strategies / / Lynn Williams
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Descrizione fisica	1 online resource (230 pages)
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Formato	Materiale a stampa
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Nota di contenuto	Copyright; Table of contents; Acknowledgements; Introduction; 1 First things first; 2 Making a start; 3 The skills they want from everyone; 4 Your CV; 5 CV problems; 6 CVs with special considerations; 7 CVs for specific jobs; 8 Application forms; 9 Covering letters; 10 Telephone calls; 11 The job search; 12 Job search strategies; 13 Interviews: making a great impression; 14 Answering interview questions; 15 Questions for specific jobs; 16 Questions for school and college leavers; 17 Interviews and more; 18 Offers and rejections; Index;
Sommario/riassunto	A 'one-stop shop' for all job hunters, the Ultimate Job Search contains advice on: preparing a powerful CV; online CVs; sample CVs for specific jobs and situations; dealing with CV problems such as gap years or a lack of experience; sample cover letters and emails; how to search the media and the internet; networking; job fairs; sending out speculative CVs; researching your employer; making a great impression at interviews; answering interview questions; difficult interview questions; interview presentations and exercises; aptitude and personality tests; and finally, offers, rejections

