

Get Free You're Hired! CV: How To Write A Brilliant CV

You're Hired! CV: How To Write A Brilliant CV

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

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on avoiding the most common CV mistakes, which only a few of the very best CVs actually manage to do. Written by the CEO of the UK ' s leading CV consultancy service, James Innes, the book is supported by exclusive online tools and bonus content including sample CV templates to help you target your CV to the specific industry you ' re applying to.

The UK ' s bestselling CV book has just been updated. Alongside valuable CV advice, templates and practical tips, You ' re Hired! How to write a brilliant CV now includes a new extended chapter,

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revealing how to use LinkedIn, Twitter, Facebook and other social channels to find jobs, research companies and maintain a professional web presence. Authored by Corinne Mills, founder of the UK 's leading career management and outplacement company, Personal Career Management, this book provides valuable insight into what recruiters and employers are looking for. Corinne is considered to be the UK 's leading authority on CVs and the job search process and regularly features as the career expert for the Guardian, Telegraph, FT, Monster as well as the

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BBC. You ' re Hired! How to write a brilliant CV is essential reading for creating the best possible CV for the job you want, whether you ' re just starting out or moving your career forward. This book guides you through the preparation process to identify your most relevant skills and experiences for the position you are applying for. Filled with real-life examples and practical advice on how to address tricky career challenges, and use your CV to stand out from the competition, this is an indispensable guide for job hunters. The You ' re Hired! series from Trotman guides job hunters through the

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challenging process of finding and securing their perfect role. Each book is written by an expert in their field and is filled with tips, advice and useful exercises to help prepare for every stage of the job search.

"You're Hired!" is a career guide for job seekers that may be interested in pursuing a career in the staffing and recruiting industries. It provides a thorough overview of the industries, describes a day in the life of staffing and recruiting professionals, and discusses career paths, including a start-up option. There is also an Appendix at the end with

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key terms.

If you need the best advice on how to successfully apply for a job – all in one place – You're Hired! CVs, Interviews & Psychometric Tests is all you need. Covering every stage of the job hunting process – from CVs and interview answers to passing psychometric tests - it gives you a complete reference to applying for a job and performing your best at interview and testing stage. This fantastic one-stop shop resource gives you 4 books in 1 for just £19.99, bringing together all the information you need to ensure a smooth job hunting

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experience. Whether you're applying for a graduate recruitment scheme or management programme, or you're a working professional who wants to progress in your career, this dynamic job hunting manual covers it all. Packed with insider advice from careers experts who coach high-flying professionals in job hunting and passing recruitment tests, you can be sure you're getting top notch cutting-edge guidance to help you win that dream job. Taking you through each stage of the job application process, you'll find winning advice on creating a brilliant CV. A step-by-step guide shows

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you how to create a great CV, including practical advice on how to address tricky information and tackling online applications. From CV format to functionality, find out how to identify your most relevant job skills and work experience for the role you are applying for, as well as how to make your CV stand out from the competition. And once you've secured that elusive job interview, what next? If the prospect of answering tough interview questions fills you with fear don't worry – we help you unravel exactly what your interviewer wants to hear so you'll be confident in giving the best answers to

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the toughest interview questions. More and more recruiters use competency-based questions, but these are easily prepared for and we show you how. Packed with practice questions, sample tests and advice on giving great presentations, you'll be ready to deal with any interview scenario. Another increasingly common part of the recruitment process is psychometric testing, used by employers to pinpoint the top candidates for a job. Find out inside how to perform your best at psychometric tests – from verbal reasoning and numerical reasoning to personality and skills tests. Packed

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with practice questions and sample tests alongside specialist advice we equip you to handle any test thrown in your direction with confidence and ease. The You're Hired! series shows job hunters how to research, apply for and land the job of their dreams. Each book is filled with tips, advice and useful exercises to help you prepare for every stage of the job search. Written by a team of leading UK career experts, you can be sure you're getting the best advice from authors who are specialists in their field. Other books in the You're Hired! series include... You're Hired! CV You're Hired! Interview

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You're Hired! Interview Answers You're Hired!
Psychometric Tests You're Hired! Assessment
Centres

A Career Guide and Training Manual for Job Seekers
and Businesses

CV Resume Writing Techniques Get Hired

Immediately: A comprehensive guide to write an eye-catching CV that gives lots of job interviews, with many employment getting tips

Modernize Your Resume

A Positive Approach to Securing the Job You Want

How to Navigate Clueless Colleagues, Lunch-

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Stealing Bosses, and the Rest of Your Life at Work
Job Search Re-Invention

You're Hired! How to Get Employed

***YOU'RE HIRED* guides young professionals toward making the best of job interviews. It recognizes that a candidate's qualifications can get him or her through the interviewer's door, but securing the dream job requires much more. This book provides the three key strategies for getting hired. It shows how to identify the strongest qualities a candidate has for any job interview and additionally, provides the most appropriate**

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responses to typical job interview questions. This material comes with practice worksheets to help the candidate apply the key learning of the book and position him or her perfectly for the next dream job.

Most young adults in India have no idea about charting their career. I can say this with 100% confidence. I have trained over 50,000 students in last 7 years as a well-known Motivational Speaker and a Career Coach. I am invited to different colleges across India to train students on 'how to crack interviews' and get campus placements. I am spilling the secrets related to

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cracking interviews, getting hired and most importantly not be afraid of being fired. Getting a pink slip actually makes you appreciate the true potential of your abilities or lack of it. As a coach, I know that educational qualification is just one of the gateways to grab a dream job. "You can get fired from a job, but you cannot get fired from your gift. So find your gift and you will always have work." Take advantage of the amazing journey and experience I have been through to get your dream job. The book will motivate every student and professional who is struggling to gain stability and better career goals.

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The internet is transforming the way in which the world of work operates, and those who understand how to make the most of the online environment are best equipped to progress their careers. For those who find the world of social media and online career sites baffling, there's a risk of being left behind. This book explains how to use technology to your best advantage, giving you the tools to improve your digital footprint and maximise your chance of getting recruited online. Using real life examples, the step-by-step process includes: Who to trust online Getting to grips with LinkedIn, Facebook, Twitter and

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Google+ Effective online communication Making an impact Finding vacancies and other opportunities How to embrace technology in recruitment practice With this easy-to-read advice you will be able to embrace how the internet is changing the world of careers, by having the skills to make the most of the career progression opportunities technology has to offer. The You're Hired! series from Trotman guides job hunters through the challenging process of finding and securing their perfect role. Each book is written by an expert in their field and is filled with tips, advice and useful exercises

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to help prepare for every stage of the job search. The Graduate Career Handbook is the complete guide to graduate career planning and job hunting for students and graduates, offering vital guidance on how to discover your potential, what to do after graduation, how to maximise your employability, and kick-start your career. Organised in simple chapters, this graduate career guide book is designed to help you address the various issues you experience as you move through university and into work, uniquely starting from your first year at uni and taking you through to your first days at work and

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beyond. It is packed with career advice and guidance for students and new graduates. Topics include: How to use self-reflection to identify possible career paths How to gain work experience and build employability skills The importance of networking and research Whether to consider postgraduate study Recruitment practices and what to do if you need a Plan B How to make a good first impression at work and career management Whether you have your heart set on a particular career, have a few ideas about possible lines of work, or wondering what job should I do , this book is for you. If you know

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what you want to do, it offers vital guidance on how to achieve your ambition and land your dream job; if you don't have a clue, it will help you work out what your next step should be. With handy tips, checklists and real-life examples throughout, this You're Hired guide will help you to supercharge your career and get the graduate job you want! A well-rounded and accessible book that covers everything you need to know. Highly recommended! Stuart Johnson, Director of the Careers Service, University of Bristol A timely book from two experts who really understand graduate careers. Stephen Isherwood, Chief

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Executive of the Association of Graduate Recruiters *

Smart CVs

Get Noticed Get Hired

All you need to know to choose your path, master your career, job search, get hired and be always employable

Time to get hired

You're Hired! Total Job Search 2013

Knockout Cv: How To Get Noticed, Get Interviewed & Get Hired

How to Get Hired

John Lees shows you how to write CVs and cover letters that

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convey your strengths quickly and get you into the interview process.

Does the prospect of answering tough interview questions fill you with fear? Are you worried you'll clam up and ruin your chance of getting the job of your dreams? Written by psychologists who specialise in careers and the recruitment process.

Looking for work? Having difficulty in landing your dream job... or any job? Don't know how to do it? You're Hired! Job Search Strategies That Work provides powerful strategies and tactics to land your next job. Searching for and landing a job can be a stressful, demoralizing experience, especially, if you don't know how to do it properly. The 'old ways' of finding a

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job often don't work anymore. Finding rewarding work ... is work! You're Hired! Job Search Strategies That Work, puts you to work in learning how to use 'best practices' to land your 'dream' job. This easy-to-read book is a systematic program providing strategic tactics to maximize your job searching effectiveness. Did you know there is a psychology behind the process of job searching? You're Hired! Job Search Strategies That Work helps you understand the psychology of job-searching and sets you up for envisioning your success.

Resumes... It is often said that "resumes are your ticket to job searching success." Resumes are still the not so secret weapon to landing a job. You won't win a lottery if you don't have a ticket and you are unlikely to be invited for a job interview if

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you don't have a dynamic, effective resume that features you as the solution to a problem. Your resume is your ticket that leads to being invited for an interview where you can expand upon your value. An effective, eye-catching resume will get you an interview. We show you how to craft and fine-tune a magnetic resume that will attract an employer's attention. Are you networking? Many job search industry professionals say that networking is the single most effective strategy for landing your next job. You may think you don't know anyone who can help you with your job search. But you know more people than you think, and they are willing to help you. However, you need to reach out and connect with them first. [It's not who you know... it's who knows you know...] You're

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Hired! Job Search Strategies That Work helps you build upon your existing network of contacts and take it to the next level, an opportunity-creating machine. References... Do you have your professional and personal references in place? Are they primed to be your personal cheerleaders? No? Well they should be. You're Hired! Job Search Strategies That Work provides you with proven tactics to leverage your references to help nail the job for you. Job Interviewing... While looking for a new job and going through hiring interviews can be exciting for some people, for many of us it can be a stressful experience. Is the thought of a job interview keeping you awake at night? You're Hired! Job Search Strategies That Work systematically builds your skills to excel at interview

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questions and help you sleep at night. From our experience, one of the biggest problems job seekers often face is they feel they are coming from an inferior position and they don't have a lot of personal power. The belief being that the Employer has the superior position and has all the power. Sound familiar? Yes, they have the job and they have the power to give you the job ... or not. What you may not realize is many Hiring Managers are under similar pressures as you, the job seeker. They are accountable to their superiors should the person they hire not work out. They have the pressure of finding the right candidate for the vacancy they need to fill. You're Hired! Job Search Strategies That Work levels the playing field between you and the employer. Your task is to become the only choice.

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The right choice!

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when coworkers push their work on you—then take credit for it— you accidentally trash-talk someone in an email then hit “reply all”

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□ you're being micromanaged □ or not being managed at all □
□ you catch a colleague in a lie □ your boss seems unhappy with
your work □ your cubemate's loud speakerphone is making
you homicidal □ you got drunk at the holiday party Praise for
Ask a Manager □ A must-read for anyone who works . . .
[Alison Green's] advice boils down to the idea that you should
be professional (even when others are not) and that
communicating in a straightforward manner with candor and
kindness will get you far, no matter where you
work. □ Booklist (starred review) □ The author's friendly, warm,
no-nonsense writing is a pleasure to read, and her advice can
be widely applied to relationships in all areas of readers' lives.
Ideal for anyone new to the job market or new to management,

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or anyone hoping to improve their work experience. Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor." Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way." Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

Tips and techniques for a brilliant interview
You're hired! Secrets for CV Writing and Interview Acing

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Revealed - How to write the perfect CV

Proven Steps To Get Your Dream Job

Ask a Manager

You're Hired! Interview

You're Hired!

The Complete Guide

Forget the days of sending out hundreds of resumes, "The Resume Design Book" focuses on quality, not quantity. A high-quality resume leads to a high-quality interview, which results in a high-quality job offer. This generation's college students face an over-abundance of scattered resume information,

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and the overwhelming challenge of finding reliable career-development resources that meet their needs. This book is written just for college students. It starts from the ground up. By the end of "Chapter 2" the reader will have completed their first "simplified" resume, laying the groundwork for a "trial by fire" method that guides them towards success. Everything the reader needs to feel confident about their resume, starting a new career, or continuing an existing career is right in this book.--amazon.com

The complete guide to finding work for anyone

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aged 50 and over. Whatever your circumstances - from a change of career, a move to self-employment, a need to earn a decent income, or wishing to decrease your hours to free up time for other pursuits, this invaluable book helps readers to define their individual work needs and learn the modern techniques for successful job hunting. Helping readers to refocus and build confidence in the job market, the contents include getting in the right mind set, establishing clear goals, social media, networking, CV writing, interviews, stereotypes and how to deal with them, and self-employment.

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Lecturers request your electronic inspection copy here Having a good CV is integral for securing your perfect job. This book gives you the tools necessary to produce a persuasive CV, targeted at the relevant career and accurately reflecting your value to a potential employer. Learn how to target your CV Showcase your key skills and experience Prove your value so you're hired on the spot. Super Quick Skills provide the essential building blocks you need to succeed at university - fast. Packed with practical, positive advice on core academic and life skills, you'll discover focused tips and

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strategies to use straight away. Whether it's writing great essays, understanding referencing or managing your wellbeing, find out how to build good habits and progress your skills throughout your studies. Learn core skills quickly Apply right away and see results Succeed in your studies and life.

Super Quick Skills give you the foundations you need to confidently navigate the ups and downs of university life.

Based on today's real-world job search trends, Modernize Your Resume shows you how to craft a winning resume to meet the complexities of today's highly competitive and technologically

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driven employment market. The entire job search process is evolving at a remarkably rapid pace, and your resume is at the foundation of it all. In this book, you'll learn to:

- * Write tight, lean, clean, and laser-focused content to keep your reader engaged. Focus on information that is relevant and integrate keywords that are vital to being found online.
- * Create a distinctive design to make your resume stand out and capture attention. Getting noticed is step #1, so make that happen and you're on your way.
- * Understand how to use today's modern resume for both person-to-person job

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search as well as electronic, digital, and mobile search technologies. * The 80+ resume samples demonstrate these strategies in action for real-life job seekers who've excelled in their search campaigns. The samples showcase the resume writing work of Enelow, Kursmark, and many of their colleagues who are also well respected for their expertise in resume strategy, writing, format, and design. Clear guidelines and easy-to-follow examples give you practical know-how for building your own powerful resume that will serve all of your job search needs. You'll learn what works, why it works, and how

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you can make it work for you. The resume book weve all been waiting for from resume industry leaders Wendy Enelow and Louise Kursmark. Rich Feller, Past President, National Career Development Association

You're Hired

You're Hired! Job Hunting Online

Maximise your employability and get a graduate job

The A Method for Hiring

Making the Best of Job Interviews

The Resume Design Book

60 Seconds and You're Hired!: Revised Edition

Would You Like To Learn Exactly How To Write

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A Resume Which Will Get You Hired In The Modern Job Market? - NOW INCLUDES FREE GIFTS! (see below for details) Are you about to start searching for a new job and need to write an up-to-date resume? Are you not being invited to interview for the jobs you've applied for? Do you already have a resume but want to modernize it in order to improve your chances in the current job market? Are you a newly graduated student who wants to know exactly how to write a resume that will give you the best chance of landing your first job? If the answer to any of these questions is yes, this book will provide you with the

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answers you've been looking for! Your resume is the most important self-advertising tool at your disposal when it comes to finding a job. Before you even get the opportunity to interview, your resume will need to stand up to the scrutiny of a perspective employer. With technology changing the way we live and work, there's no doubt job hunting is no longer the same as it was just a few years ago. Even so, writing a winning resume will significantly increase your chances of getting invited for an interview. In this concise guide, you will learn about the "dos and don'ts" of great resume writing. The tips

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and tricks in this book are specifically geared towards helping you land a job in the present-day job market. With some modern additions to your resume, you can give yourself the competitive edge which may well be the all important deciding factor in whether or not you land that dream job! In this book we will look at: Job hunting: then vs. now - How things have changed and how your resume should reflect these changes The death of the traditional resume - Why a traditional resume simply doesn't cut it anymore The anatomy of a great resume - A step-by-step breakdown of exactly what makes

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a great resume in the modern day The importance of visual presentation and how to get it right - How to make your resume STAND OUT for the right reasons! How to tailor-fit your resume to the job you're applying for How using multimedia can take your resume to the next level The top 10 mistakes people make when writing a resume and exactly how you can avoid them to give yourself the all important edge over the competition. Also included for a limited time only are 2 FREE GIFTS, including full length, surprise FREE BOOKS! Take the first step towards landing the job you desire. Click the buy now button

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above for instant access. Also included are 2 FREE GIFTS! - A sample from one of my other best selling books, and full length, FREE BOOKS included with your purchase!

The content is excerpted from You're Hired! Job Search Strategies That Work, with bonus articles covering a range of frequently asked questions about job interviewing. You're Hired! Job Interview Preparation - Job Search Strategies That Work puts you to work in learning how to use 'best practices' to land your 'dream' job. If you are a sports fan, you will recognize that any sport has a set of rules and varying degrees of competition.

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Searching for a job, your job, is a competitive situation. It could come down to two or more possible candidates, hopefully you, being one of them, having very similar qualifications. Hiring managers are under pressure to hire the right candidate. Your task is to become the only choice. The right choice! This is a three book bundle containing: Book #1 You're Hired! Resume Tactics - Job Search Strategies That Work; Book #2 You're Hired! Leveraging Your Network - Job Search Strategies That Work & Book #3 You're Hired! Job Interview Preparation - Job Search Strategies That Work

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'A must-read for managing your career'

Laurence Moor, Guardian Jobs 'If you want to be in charge of your own career-you must have this book' Daily Telegraph 'It's like having your own career coach with you every step of the way' Monster Bored with your job?

Frustrated at work? Need a career change but don't know what? Perhaps you've watched as colleagues have successfully fast-tracked or reinvented their careers and wished you could do the same. If you're feeling dissatisfied or stuck career-wise, you need the help of a career coach - and that's what you'll find in this book. Career Coach will give you the

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tools to match your experience and skills to your new career - and help you take the practical steps to make your career aspirations a reality. Career Coach shows you how to take back control over your career. Using the latest career management techniques, you'll develop your own personal step-by-step action plan to achieving your career goals. This practical workbook takes you through a full career analysis in the same way as working with a real life specialist career coach. Follow the programme and complete the insightful quizzes and questionnaires to help you pinpoint your

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personal strengths and skills. It will show you how to explore your options, make smart decisions and then successfully implement your career plan. Inside this fully up to date second edition you'll find an inspiring new chapter on real-life career success stories as well as expanded sections on practicalities of a successful job search campaign and starting your own business. You'll also find new advice sections for career changers, post-grads, women returning to work, pre- and post-retirement jobs and an exploration of other challenges like health issues, internal promotions and the threat of

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redundancy. Written by the UK's leading career management expert, Corinne Mills, you can be sure you're getting the best advice from someone who knows the job market inside out.

Are you ready for your next career move but want to get ahead of the competition? Most people watch others climb the career ladder and assume they must possess a natural talent that only a lucky few are blessed with. The truth is that the skills needed to get ahead of 99% of other candidates can be learned, and with practice can transform anyone's chances of securing the job of their dreams.

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Whether you are looking for your first job or searching for your next board level position, this step-by-step guide will teach you: How to identify the right jobs for you How to write applications, CVs and cover letters How to prepare for an interview How to impress in interviews How to negotiate and accept a job offer In addition to the book, you will get access to supporting material and template documents available on the book's website. Michael A. Harrison is a manager and director who has worked both in the UK and USA. He has significant experience of recruiting staff across a broad range of job roles and levels.

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While studying for his MBA, Michael learned the essential skills needed to navigate the recruitment process successfully and has been developing and sharing these skills ever since.

Your definitive guide to writing the perfect CV

Impressive Answers to Tough Questions

How to Write the Perfect Resume

Stand Out, Land Interviews, and Get the Job You Want

You're Hired! Graduate Career Handbook

How to Write a Resume Which Will Get You Hired in 2016

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Job Search Strategies That Work

The UK's bestselling CV book has just been updated.

Containing valuable CV advice, templates, practical tips, and advice on how to use social channels in your job search, this edition brings the content fully up to date with new real-life examples. Authored by Corinne Mills, Managing Director of the UK's leading career coaching and outplacement company, Personal Career Management, this book provides valuable insight into what recruiters and employers are looking for. Corinne has worked for 20 years in the career management field, helping thousands of individuals with a wide array of career challenges and regularly features as the

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career expert for the Guardian, Telegraph, FT, Sky News as well as the BBC. You're Hired! How to write a brilliant CV is essential reading for creating the best possible CV for the job you want, whether you're just starting out or moving your career forward. This book guides you through the preparation process to identify your most relevant skills and experiences for the position you are applying for. Filled with real-life examples and practical advice on how to address tricky career challenges, and use your CV to stand out from the competition, this is an indispensable guide for job hunters. The You're Hired! series from Trotman guides job hunters through the challenging process of finding and

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securing their perfect role. Each book is written by an expert in their field and is filled with tips, advice and useful exercises to help prepare for every stage of the job search.

Finally available the manual to know everything, but really everything, about how to find the job you've always wanted! You've finally found the book you've been looking for: page after page, you'll be able to embark on a path that will guide you, step by step, to the choice of your career, and how to reach it and climb it! In the 150 pages of the book, you will get to know and understand the following topics: - How to plan your career - When to change jobs - How to write a winning resume - How to write an effective cover

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letter - How to find the job you love - The best resources for finding a job - How to negotiate your salary Buy the manual now! What are you waiting for? Don't you want to finally stop sending out lots of resumes and never finding the job you deserve? Get a copy of the book and LEARN EVERYTHING YOU NEED TO KNOW ABOUT HOW TO NEVER BE UNEMPLOYED AND HAVE A SUCCESSFUL CAREER!

Finding your way in life and work is getting increasingly tough. The chance of getting wellpaid and secure work seems like a distant dream for most. But it's not impossible. This book is about giving you the tools you need to succeed,

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whether it's getting temporary work while you figure out what to do or help you get that first foot on the job ladder. This book is aimed at people looking for employment. Let's take 15 to 18-year-olds who are still at school. Do you get your GCSEs and think, right, let me go and apply for a job now? No, you start by asking yourself questions like: How do I write a CV? How do I behave in interviews? They need to enter the market with these things already written, so they know how to apply for jobs, know how to be interviewed, know how to ask questions, and what to do if you are offered the job. The advice also applies to people who've never been in paid employment. Or individuals who don't have access

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to the necessary resources that would allow them to complete their own CVs and job applications, let alone tell them how to go about it. I hope the book will be helpful, accessible and tell readers everything they need to know about how to look for jobs, write a CV and covering letter, what to do in interviews, how to follow up with prospective employers, and a range of other skills people need to get themselves into paid employment.

"A guidebook to help people make smart career moves right out of college; land a dream job; establish a strong business reputation; navigate their organization's social scene through networking; and more"--

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Resume

How to plan your career and land your perfect job

You're Hired! Interview Answers

How to Write the Perfect CV

Career Coach

You ' re Hired!

You ' re Hired! Secrets for CV Writing and Interview Acing Revealed - How to Write the Perfect CV

In today's brutally competitive job market, it's more important than ever for your resume to stand out and capture the attention of potential employers.

Unfortunately, most people go about this the wrong

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way. In this step-by-step, comprehensive guide, Dan breaks down the exact method he's carefully developed over a period of ten years to develop rock solid resumes that get results--no matter which job you're trying to land. By following the principles outlined in this book, you can turn your job search around and get one step closer to the job you've always dreamed of!

Write your perfect CV and start getting job interviews! You will get hired with these interview winning techniques (most common and frequent questions and how to answer them step by step).

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Learn to fine tune your current CV to get more views online and offline. You will get hired quickly with these simple and easy steps. Your perfect CV is one stop away, grab the employers attention and write a cover letter from employers point of view. Start writing your CV from the employers point of view. Impress your employer with the CV the stands out from the crowd. Avoid online templates as these are all similar, write your CV from scratch from the employers point of view! This book is based on experience in how to get hired at your desired field. Get instant job interviews. Includes 3 CV examples

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as a bonus. Easy to read and follow. Apply for jobs, get interviews and start your career. Get hired. Are you ready for your next career move but want to get ahead of the competition? Most people watch others climb the career ladder and assume they must possess a natural talent that only a lucky few are blessed with. The truth is that the skills needed to get ahead of 99% of other candidates can be learned, and with practice can transform anyone's chances of securing the job of their dreams. In this book, *How to Get Hired: An Insider's Guide to Applications, Interviews and Getting the Job of Your*

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Dreams, Michael A. Harrison uses all the skills he has developed through years of recruiting the right people to demonstrate how you can learn the strategies that will secure you the position, with information such as: How to identify the right jobs for you How to write applications, CVs and cover letters How to prepare for an interview How to impress in interviews How to negotiate and accept a job offer And much, much more With additional access to supporting material and template documents through the book's website, How to Get Hired is the complete package when it comes to getting it right at every

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stage of the process. So, whether you are pursuing your dream job or looking for a promotion to the next level, How to Get Hired will help you succeed!

Fully revised and updated—the must-have guide to acing the interview and landing the dream job, from “America’s top career expert” (The Los Angeles Times) 60 Seconds & You're Hired! has already helped thousands of job seekers get their dream jobs by excelling in crucial interviews. America's top job search expert Robin Ryan draws on her 20 years as a career counselor, 30 years of direct hiring, and extensive contact with hundreds of recruiters,

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decisions makers, and HR professionals to teach you proven strategies to help you take charge of the interview process and get the job you want. Brief, compact, and packed with insightful direction to give you the cutting edge to slip past the competition, 60 Seconds & You're Hired! is here to help you succeed! This newly revised edition features:

- Unique techniques like "The 60 Second Sell" and "The 5-Point Agenda"
- Over 125 answers to tough, tricky interview questions employers often ask
- How to handle structured or behavioral interview questions
- Questions you should always ask, and

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questions you should never ask • How to deal effectively with any salary questions to preserve your negotiating power • 20 interview pitfalls to avoid • Proven negotiation techniques that secure higher salaries - and much more! “Robin Ryan has the inside track on how to get hired.” —ABC News

You're Hired! CVs

They Don't Teach Corporate in College, Updated Edition

Get Companies Chasing You Who

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Resumes For Dummies

How to Write a Brilliant CV.

In times of tough job markets, getting invited for a job interview can be like winning a lottery. It is often said that “resumes are your ticket to job searching success.” Are your resumes ready to land you that ever-elusive job interview? Yes, you read that right. Resumes... plural. The days of one-size-fits-all resumes are long gone. Your resume needs to be a living, breathing document that you customize for each job opportunity. You won't win a lottery if you

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don't have a ticket and you are unlikely to be invited for a job interview if you don't have a dynamic, effective resume that features you as the solution to a problem. Your resume is your ticket that leads to being invited for an interview where you can expand upon your value. You're Hired! Resume Tactics - Job Search Strategies That Work, offers resume writing tactics to maximize your job searching effectiveness and get you invited for an interview. Are you new to the workforce and think your resume is on the lean side? We share tactics to leverage your academic experience. Or perhaps you have been

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out of work for a while? In many ways it's like getting out of school all over again and poses challenges on what experiences you can leverage to your advantage. Maybe you are at a crossroads in your life and are changing careers? Will your earlier experience be of any use in a new career? We think so. An effective, eye-catching resume increases the chances you will be invited to interview. We show you how to craft and fine-tune a magnetic resume that will attract an employer's attention. Resumes are still the not so secret weapon to landing a job. You're Hired! Resume Tactics - Job Search Strategies

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That Work puts you to work in learning how to use 'best practices' to create customized resumes that increase your chances of winning an interview. The content is excerpted from You're Hired! Job Search Strategies That Work, with bonus articles covering a range of frequently asked questions about resume writing as answered by the author. Hiring managers are under pressure to hire the right candidate. Your task is to become the only choice. The right choice!

I was 21 when I finished my University degree in Computer Visualization and Games. I was a freshman with no work experience in this

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field. I was looking for jobs in computer field, mainly games development, web design or 3d animation. It was hard to get 1 interview; I remember those days when I use to apply for dozens of jobs every day. I have been to countless online job recruiters (Reed, Monster, Indeed, etc.) Also, in many Job Center Plus and career advisors such as: Seetec, YMCA and many others. Been in many libraries not for reading books but to apply and to get advice in how to get in to the job market. It was taught but eventually I landed in my desired field. Every time I visited the above places my CV was rewritten countless

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times, until I found how to write a perfect CV from employers' point of view. This took a lot of patients and hard work but eventually I started to get dozens of interviews. I found the secret of writing an interview winning CV. Every time I used to apply for just a few jobs and would get 1 to 3 interviews a week. And this is what I want you to archive. I want you to get job interviews, I want you to learn how to write an interview winning CV. A CV that is written from employers' point of view. In this book titled "CV Resume Writing Techniques Get Hired Immediately" you will learn all the CV

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writing techniques that will guarantee you an interview. Plus, many interview winning techniques that you should know such as: how to prepare for an interview, how to do research before an interview, most common questions at an interview and how to answer them. After reading this book you will be able to write you own CV from employers' point of view that will give you multiple job interviews a week. Results may vary; however, this book is based on my experience in how I got multiple interviews by learning how to write a perfect CV. I also share with you on this book several ways in how to apply for

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jobs. Not only online but also by writing a cover letter and sending speculative letters. Annotation You' re Hired! CVs is essential reading for creating the best possible CV for the job you want, whether you' re just starting out or moving your career forward. This book guides you through the preparation process to identify your most relevant skills and experiences for the position you are applying for. The step-by-step guide enables you to develop a great CV with ease, tackling all aspects from format to functionality. Filled with real-life examples and practical advice on how to address more tricky

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information, use your CV and stand out from the competition makes this an indispensable guide for job hunters. Make sure you're hired! You're Hired! is a brand new series from Trotman that guides job hunters through the challenging process of finding and securing their perfect role. Each book is written by an expert in their field, and filled with tips, advice and useful exercises to help prepare for every stage of the job search.

If you're looking for a new job or just need a hand getting on the career ladder then You're Hired: Total Job Search 2013 is your

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one-stop-shop for landing the job of your dreams. Packed full of practical exercises and handy tips, this totally up-to-date, helpful guide will take you through the entire recruitment process and includes advice on how to:

- Plan your job search and find the right role
- Write an impressive and compelling CV that makes you stand out from the crowd
- Work with recruitment agents and consultants to maximise your chances
- Perform successfully at interview
- Pass assessment centre tests with flying colours
- Negotiate the job contract and make a good impression on your first day

Written by expert career coach,

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Jeremy I'Anson, You're Hired: Total Job Search 2013 gives you just what you need to find and get the perfect role. For more information about the book and extracts try <http://totaljobsearchonline.com/>

You're Hired! CV

You're Hired! Resume Tactics Job Search Strategies That Work

The CV Book 2nd edn

You're Hired! Building a Career in the Staffing and Recruiting Industry

You Are Hired

An Insider's Guide to Applications, Interviews and Getting the Job of Your Dreams

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How to write a brilliant CV

A manager's guide to hiring the right employees introduces the practical and effective A Method for Hiring, which draws on the expertise of hundreds of high-level executives to present a simple, easy-to-follow program to guarantee hiring success. 50,000 first printing.

You're Hired! Interview, is a brand new book taking a unique look at body language in interviews, teaching you how to perform brilliantly to get the job you want. Full of

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practical techniques to prepare you mentally and physically, this book gives job hunters the skills and confidence to make the best impression. Written by TV body language expert Judi James, this book examines the psychology behind interviews, making sure you can confidently tackle all aspects of the process, be that a powerful presentation or a tricky Q&A. Get ahead of the competition with professional insights into self-presentation, social behaviour and helpful exercises to assess your skills and make sure you're hired!

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You're Hired! is a brand new series from Trotman that guides job hunters through the challenging process of finding and securing their perfect role. Each book is written by an expert in their field, and filled with tips, advice and useful exercises to help prepare for every stage of the job search.

Get Companies Chasing YOU! As a Global Career Coach I can tell you... You get hired for ONE reason. The company has a problem(s) and they want you to solve it! I work by helping you show a company just how you do

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that! This book is for you if: You are a job seeker You have got that great job and still want companies chasing you! All of the services I offer are built by living and breathing this concept, so if you don't see this as the right strategy for you, basically stop reading now! This is what I stand for and what makes me different from other career coaches! I actively believe every job seeker, freelancer, and employee needs to harness their own power by: 1 BREAKING DOWN THE FOUR WALLS & GETTING COMPANIES

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CHASING YOU! Unless your reputation transcends the four walls where you work; you're always going to be stuck back at square one when you next want to get hired! Break the cycle and build the 'like, know, trust factor' before you even get to that stage! 2

TREATING YOURSELF AS A BUSINESS

Recognise that you only get hired for one reason > You solve an employer's problem. Treat yourself as a business and create your Resume/CV and LinkedIn profile with this in mind! 3 THE MONEY IS IN YOUR MESSAGE!

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End the vanilla status and stop the carbon copy. It's time to become real and stop that nonsensical paraphrasing on your longwinded CV/Resume. Say goodbye to boring buzz words, writing that you are "a forward-thinking, hands-on, think out of the box employee" won't get you anywhere. Let's stop sending the Hiring Manager to sleep! 4 CREATING A JOB SEARCH STRATEGY & BINNING THE AD HOC APPROACH Wouldn't it be nice if you knew exactly what you needed to do every single day in order to get hired

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and build a 2-way funnel where interested companies are seeking you out? Well, you can. Learning via trial and error won't help - you need to do this properly. No job is for life these days, so how are you protecting yourself from redundancy? Branding and positioning yourself is key! Ready to dive deeper, grab yourself a coffee and let's go from here... "

*CVs, Interviews and Psychometric Tests
The quick and complete guide to find the dream job you want!*

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How to Write a Resume in College & Influence Employers to Hire You

Write a Brilliant CV

You're Hired! Power Tactics

You're Hired! Find Work at 50+