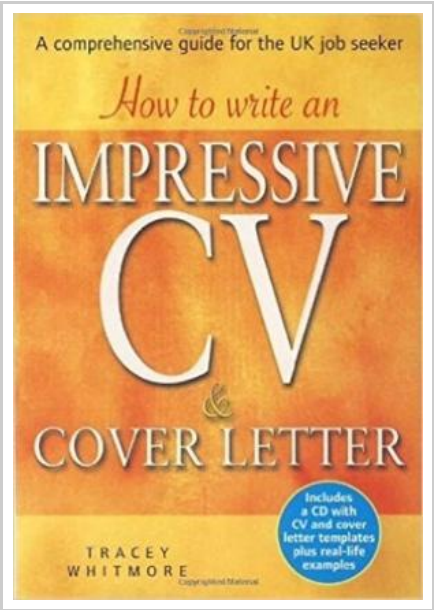

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How to Write an Impressive CV and Cover Letter: A Comprehensive Guide for the UK Job Seeker

By Tracey Whitmore

Little, Brown Book Group. Paperback. Book Condition: new. BRAND NEW, How to Write an Impressive CV and Cover Letter: A Comprehensive Guide for the UK Job Seeker, Tracey Whitmore, Your CV and cover letter are your first communication with a prospective employer. As the job market is becoming increasingly competitive, making the right first impression has never been more important. If you compromise on the quality of your CV and cover letter, and you reduce your chances of winning an interview. This book, which will appeal to anyone from entry-level to board level, encompasses a step-by-step guide on how to achieve killer competitive advantage by producing an impressive CV and cover letter. The job acquisition process, which has changed significantly in recent years, is discussed fully, and effective job-hunting tactics are provided. Interviews undertaken with top HR professionals, who are often the first point of entry, outline what you need to do to impress them. Their views and opinions are provided throughout the book. The book and CD are packed with practical examples of CVs and cover letters that have worked in real-life. These individuals were struggling to win interviews prior to their CV revamp. Their new CVs secured several...

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