



## CVs For Dummies (2nd Revised edition)

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By Lois-Andrea Ferguson, Joyce Lain-Kennedy

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, CVs For Dummies (2nd Revised edition), Lois-Andrea Ferguson, Joyce Lain-Kennedy, A high quality CV is essential for anyone who wants to get ahead, especially in today's competitive job market. This fully updated guide shows readers how to create a brilliant CV that'll get them noticed - and the job they deserve. With dozens of useful sample CVs from a diverse range of industries and age groups, plus advice on structure, language and classic CV mistakes that could be holding them back, this book is the easiest way to a CV tune-up, and a dream job. The new and updated CVs For Dummies 2 nd Edition contains: Information on bouncing back from redundancy Tips on looking for work in a hostile job market Extended information on the graduate recruitment process A question and answer section on online application forms A brand new chapter on cover letters CVs For Dummies 2 nd Edition covers : Part I: Pitching Your CVs in a Fierce Marketplace Chapter 1: The Versatile CV Is So Five Minutes Ago Chapter 2: New Quick Ways to Find the Right Jobs Chapter 3: Make Your CV Stand Out...



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