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## Preparing the Perfect CV, Fifth Edition: How to make a great impression and get the job you want

By Rebecca Corfield

Kogan Page Limited/Viva Books, 2010. Softcover. Book Condition: New. 5th or later edition. Every job hunter needs an impressive CV that describes his or her educational and professional history. A well-prepared and individually tailored CV is invaluable and can greatly improve your chances of getting the job you want. Preparing the Perfect CV provides sample CVs for job seekers of different abilities applying for various types of work. It is useful for every age and level, from school leavers to those wishing to return to work after a career break. Career expert Rebecca Corfield analyses the content and presentation of a well-prepared CV, helping you to impress the employer and get an interview. She gives advice on all the key topics such as: Presenting yourself in the best way possible; Making your CV stand out; Writing an effective cover letter. Complete with new online CV templates to get you started, a CV makeover section and a comprehensive checklist of dos and don'ts, Preparing the Perfect CV is an indispensable guide that will help you to get that interview. Contents: Introduction ? What is a CV? ? What does a CV look like? ? What do curriculum vitae mean? What is...



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