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Ultimate Job Search: The Definitive Guide to Networking, Interviews and Follow-up Strategies (Ultimate Series)

Lynn Williams

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Starting work or changing jobs can be one of life's most stressful experiences, and with today's crowded job market it is more of a challenge than ever. Even when your CV does get you through to an interview, competition is so strong that you can't leave any of your preparation up to luck. A 'one-stop shop' for all job hunters, Ultimate Job Search takes the stress out of job hunting and provides advice on every stage of the job hunting process, from preparing a powerful CV that will get you noticed; sample cover letters and emails that come across as genuine; making a great impression at interviews; to dealing with offers and rejections in a positive manner. From the best-selling Ultimate series, the guidance in this book will help you shine and will demonstrate to future employers that you're not only able to do the job, but that you are committed and highly receptive to opportunities around you. With an exhaustive breadth of detail and real-life up-to-date comments from employers and recruitment professionals, Ultimate Job Search is invaluable to anyone looking to get their dream job at any stage of their career.

About the Author Lynn Williams is a career counsellor and trainer who runs workshops on CV writing and interview techniques, and writes regularly on job search and career issues. She is the author of the best-selling Ultimate Interview, Readymade CV and Readymade Job Search Letters (all Kogan Page).