



How to Write: Successful CVs and Job Applications (2nd Revised edition)

By Judith Leigh

Oxford University Press. Paperback. Book Condition: new. BRAND NEW, How to Write: Successful CVs and Job Applications (2nd Revised edition), Judith Leigh, Write a successful CV, cover letter, and job application following the advice in this practical guide. It offers clear, step-by-step guidance on all these matters, and whether you are seeking your first job, coming back to work after a break, aiming to progress in your chosen career, or changing careers altogether, this book takes you through the process that's right for your situation. This new edition has been thoroughly revised and updated, and its structure has been overhauled to make it even easier to find the information you are looking for, plus chapters now include helpful end-of-chapter summaries to recap the key points. New to this edition is a list of 'FAQs', with answers directing you straight to the sections you need. From the building blocks of CV-writing to tweaking your cover letter, from speculative applications to applying for jobs online, How to Write: Successful CVs and Job Applications gives you practical advice and helpful tips, checklists, dos and don'ts, and examples to ensure that you get the job that's right for you.



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