



## Preparing Your Own CV : How to Improve Your Chances of Getting the Job You Want

By Corfield, Rebecca

Kogan Page, 2003. Paperback. Book Condition: New. 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. But where do you start? This fully revised new edition provides all the answers. There are sample CVs for use as templates and step-by-step advice on all the key topics such as presenting yourself in the best possible way, making your CV stand out, writing a covering letter and using the internet to prepare and send your CV.



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