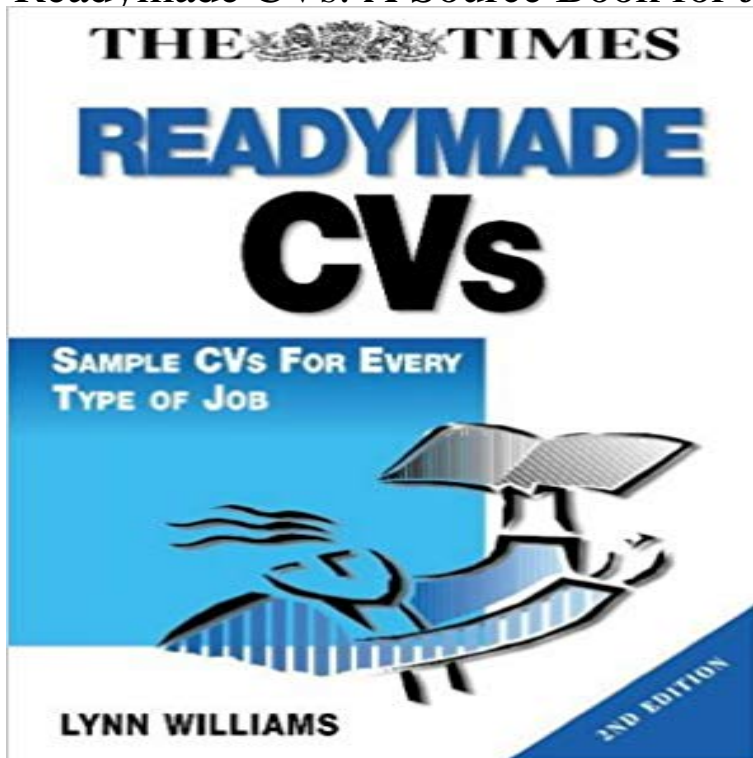


## Readymade CVs: A Source Book for Job Hunters



A good CV is an essential tool in the survival kit of every job hunter. It shows that you have the necessary qualities and qualifications to do the job for which you're applying and can improve your chances of getting an interview. Readymade CVs makes the task of preparing a CV much easier. This practical guide sets out the ground rules for preparing a CV by showing you how to select which details go in and which stay out, how to lay out and present your CV and how to make a good first impression. This new edition also includes a section on using the Internet to send CVs and to job hunt. Illustrated throughout with clear, easy-to-read examples of CVs that you can adapt to suit your own circumstances, the book covers: overcoming common CV problems; what to put in your CV if you've just left school or college; CVs for specific jobs; CVs for tricky situations; electronic CVs. It also contains useful lists of action words and positive phrases to include in your CV. Whether you're looking for your first job, aiming for a promotion or applying for the job of your dreams, you must be able to put together a CV that shows your future employer your skills and experience clearly and concisely - this book will show you how!

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