



being interviewed on the phone and online, to what to do and say when you finally get the offer you've been hoping for. With essential guidance on maximising modern job-hunting tools such as social media and networking websites, as well as special help for those who are new to work, the recently redundant, the long-term unemployed, ex-offenders and graduates, it's one of the most up to date and all-encompassing job hunting books on the market today.

From the Back Cover Imagine having your very own career coach helping you find and land the job you want! Job hunting has never been tougher, but whatever your circumstances this all-in-one guide will help you make the whole process simple, straightforward and more successful. Written by an experienced HR consultant who knows all the tricks and tips that really work, *How to Get That Job* will make sure you really outshine the competition as you:

- Discover great ways to find the vacancies that are right for you
- Identify your unique talents and what will make you attractive to employers
- Learn to write an enticing and persuasive CV and cover letter
- Prepare for interviews so you know exactly what to say and how to say it
- Get the job you want, secure an offer and start your exciting new career.

Don't leave your future success to chance – discover *How to Get That Job*!

About the Author Malcolm Hornby is a highly experienced HR consultant and a management trainer and a coach. He works with many companies and organisations, is a regular speaker at numerous meetings and conferences for both large and small corporations such as the CMI and CIPD, and has taught Human Resources as part of The Open University's MBA programme.