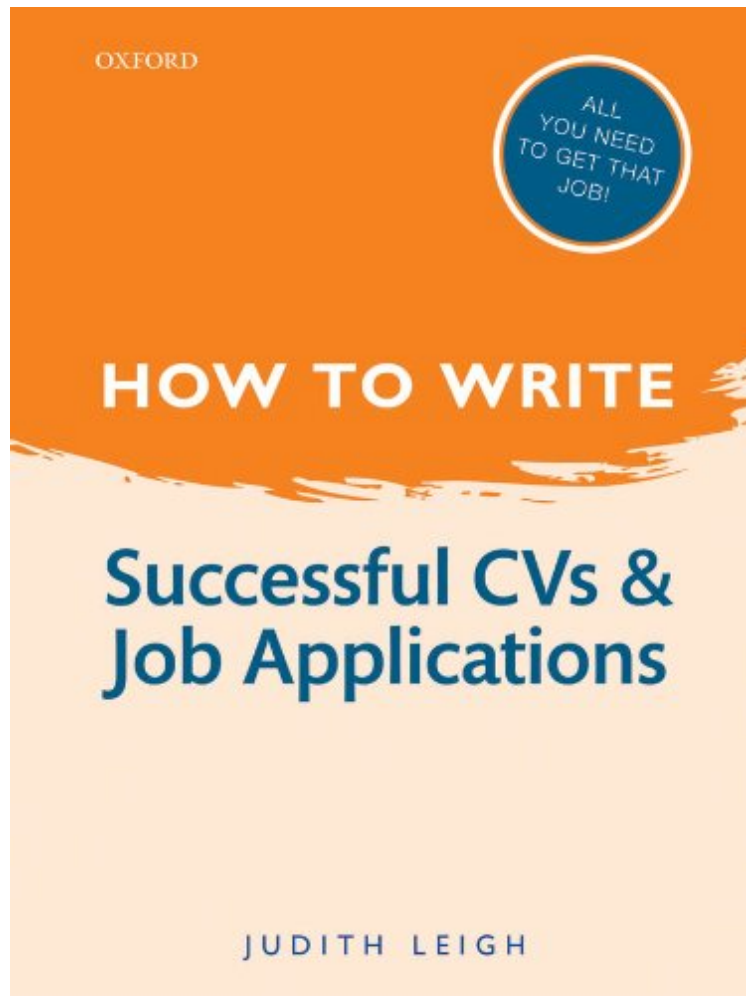


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How to Write: Successful CVs and Job Applications

Judith Leigh

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Judith Leigh : How to Write: Successful CVs and Job Applications before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Write: Successful CVs and Job Applications:

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.

About the Author Judith Leigh, Trusthouse Charitable Foundation Judith Leigh is a history graduate from the University of London. She has held a variety of management and HR posts in commercial, not-for-profit, and charitable organizations. She currently works for a grant-making foundation in London.