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## Preparing the Perfect Job Application: Application Forms and Letters Made Easy (Career Success)

*Rebecca Corfield*

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## Perfect Job Application: Application Forms and Letters Made Easy (Career Success):

Application forms are designed to filter out unsuitable applicants and to ensure candidates for interview can be assessed objectively. How do you make sure that you pitch yourself properly and ensure your job application is more successful than those of others in the candidate pool? This book holds the answer. Preparing the Perfect Job Application is written for today's candidate, seeking success in an ever-competitive and more unforgiving jobs market. The book brims with focused, pertinent and insightful advice designed to help you highlight your real talents and demonstrate how they would be useful to your prospective employer on your application form or letter.

"can help you create the perfect job application." "shows how to make the most of your skills and experience."  
"written by a former president of the national institute of career guidance, preparing the perfect job application provides you with focused and insightful advice." voluntary sector mag, december 2007  
About the Author  
rebecca corfield is an expert in career management, presentation skills and organizational development. a former president of the national institute of career guidance in the uk, she advises individuals and companies on career issues and personal change and her interview advice for students regularly appears on times online. she is the author of the bestselling titles preparing the perfect cv, and successful interview skills, both published by kogan page.