

The Interview Book Your Definitive Guide To The Perfect Interview Your Definitive Guide To The Perfect Interview 2nd Edition

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The UK ' s bestselling guide to successful interviews is back, with a new editionupdated with expanded content on planning for interviews and tailoring your interview to a specific role. This is the definitive, bestselling guide to planning, preparing and performing in interviews to maximise your chances of landing the job you want. The guidance in this book has been tried, tested and honed to perfection. The unique content includes a chapter on avoiding the most common interview mistakes, and important information on how to handle and benefit from the post-interview period. Written by the CEO of the UK ' s leading CV consultancy service, James Innes, the book is supported by exclusive online tools and bonus content including sample interview questions, templates and best-practice scenarios.

Take the fear out of your interview and never be stuck for the right answer to even the toughest questions with The Interview Question and Answer Book. The job market is fierce, competition has never been greater and it ' s vital that you can grab every opportunity for competitive advantage and stay one step ahead. Interviewers are looking for people who really stand out, and here's your chance to be different from the rest. Written by one of the UK ' s leading careers experts and bestselling author of The Interview Book, this definitive guide to questions and answers encourages every job-hunter to think on your feet and express your individuality whilst supplying ideal responses to interview questions so that you ' re seen as the ideal candidate for the job.

The CV Bookis the definitive book on CV writing. it provides help, advice and templates from The CV Centre, the UK ' s leading CV consultancy, based on many years ' experience and encompassing principles tried, tested and proven on a daily basis. Focussed on market needs - evidence-based and developed entirely from customer information. USP - 15 most common mistakes.Sales channel through author's own company and publicity.Added value - templated and website material.

The best and most up-to-date guidance available on writing and presenting the perfect CV is back in a new edition. This is the most definitive and well-researched guide to planning, writing and presenting compelling CVs to maximise your chances of getting an interview. The guidance in this book has been tried, tested and honed to perfection. The unique content includes a chapter on avoiding the most common CV mistakes, which only a few of the very best CVs actually manage to do. Written by the CEO of the UK ' s leading CV consultancy service, James Innes, the book is supported by exclusive online tools and bonus content including sample CV templates to help you target your CV to the specific industry you ' re applying to.

Your cover letter is the first thing employers will see - make yours stand out. The competition is tougher than ever. With so many qualified and experienced candidates out there, how do you make sure your cover letter makes an outstanding impression? Based on years of experience writing and reviewing successful cover letters, recruitment expert James Innes guides you through the secrets of writing outstanding cover letters. You'll find out all the insider tips and winning methods to make sure your cover letter never fails to impress. You'll discover: * what employers really want to read * what makes a brilliant cover letter stand out * the 15 most common cover letter mistakes - and how to avoid them * how to secure a job interview from your cover letter alone ""The Cover Letter Book "has full, free online support - cover letter templates, tools and reader offers - all available through The CV Centre online at www.ineedacv.co.uk/readertools. No matter what your age, background, job or level of experience, "The Cover Letter Book" will help you create an outstanding cover letter.

Take the fear out of your interview and never be stuck for the right answer to even the toughest questions with The Interview Question and Answer Book. The job market is fierce, competition has never been greater and it ' s vital that you can grab every opportunity for competitive advantage and stay one step ahead. Interviewers are looking for people who really stand out, and here's your chance to be different from the rest. Written by one of the UK ' s leading careers experts and bestselling author of The Interview Book, this definitive guide to questions and answers encourages every job-hunter to.

Available for the first time in the United States, this international bestseller reveals the secrets of nonverbal communication to give you confidence and control in any face-to-face encounter—from making a great first impression and acing a job interview to finding the right partner. It is a scientific fact that people ' s gestures give away their true intentions. Yet most of us don ' t know how to read body language– and don ' t realize how our own physical movements speak to others. Now the world ' s foremost experts on the subject share their techniques for reading body language signals to achieve success in every area of life. Drawing upon more than thirty years in the field, as well as cutting-edge research from evolutionary biology, psychology, and medical technologies that demonstrate what happens in the brain, the authors examine each component of body language and give you the basic vocabulary to read attitudes and emotions through behavior. Discover: • How palms and handshakes are used to gain control • The most common gestures of liars • How the legs reveal what the mind wants to do • The most common male and female courtship gestures and signals • The secret signals of cigarettes, glasses, and makeup • The magic of smiles—including smiling advice for women • How to use nonverbal cues and signals to communicate more effectively and get the reactions you want Filled with fascinating insights, humorous observations, and simple strategies that you can apply to any situation, this intriguing book will enrich your communication with and understanding of others—as well as yourself.

How long do you stay in each job? Millions of us change roles on average every three years. A nation of job-hoppers, every promotion or change presents the same issues and worries and there's no getting away from those first day nerves. Ultimate New Job will prepare you for the toughest few months of your life, when fitting in is everything and first impressions count. Covering every aspect of starting a new job or internship, it tackles the top fifteen questions that people ask when starting a new position, from handling the offer and resigning from your current post, to researching the organisation, networking and finding your place within the team. With realistic, practical advice, Ultimate New Job tackles all of your concerns head on, making your first weeks and months as smooth a transition as possible - for you and your new employer.

In a competitive job market, first impressions are vital. To get an interview you ' re going to have to stand out and a well-executed cover letter is vital to ensure that you do not fall at the first hurdle. This book takes you through all the essential rules and high impact strategies to ensure your cover letter makes you stand out from the crowd. It takes a detailed look at the fifteen most common cover letter mistakes to ensure you do not make the errors that the competition will be, and covers every situation from email and fax to speculative letters, career-development letters and advert-response letters.