



## Applying for a Job: The Essential Guide

By Sasa Jankovic

Need2Know. Paperback. Book Condition: new. BRAND NEW, Applying for a Job: The Essential Guide, Sasa Jankovic, Whether its your first or your 31st, applying for a job can seem like a daunting task. But it doesnt have to be difficult. In fact, there are ways to make it a straightforward process. This informative guide to applying for a job covers everything you need to know, whether you are looking for your first job, returning to work after a break, or simply wanting to do something new. Packed full with advice and insider tips for successful job hunting, the book takes you through the whole process from effective job searching and CV writing , to understanding application processes and preparing for interviews. There is also information on changing career, negotiating job offers, returning to work after a break and your rights. Although youll never get a second chance to make a good first impression, it is never too early to take the right steps on the path to the career youve always wanted. This book will give you that crucial head start when it comes to getting the attention of prospective employers.



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