



## Job Applications in a Week: Get That Job in Seven Simple Steps

By Patricia Scudamore, Hilton Catt

Hodder & Stoughton General Division. Paperback. Book Condition: new. BRAND NEW, Job Applications in a Week: Get That Job in Seven Simple Steps, Patricia Scudamore, Hilton Catt, Getting hired just got easier You are about to discover everything you need to know about job applications and how to make them work. Starting on Sunday and going through to Saturday, you will learn the stages of a job application step by step so you build up a picture of what it takes to be successful. For many job applicants, what goes on behind employers' closed doors remains a hidden world but, by Saturday, you will have taught yourself how job applications are processed, what employers look for when they make up interview lists, and then, from the candidates they interview, who to shortlist and who to offer the job to. After considering what employers want and how you could meet their needs you will be able to formulate a plan for what needs to go into your CV, what you need to put in your cover letters and what you need to say about yourself on application forms. You will discover how to measure up the competition and how to make...



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