



You're Hired! Total Job Search 2013 (Trotman Education)

Jeremy I'Anson

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If you're looking for a new job or just need a hand getting on the career ladder then *You're Hired! Total Job Search 2013* is your TOTAL guide to finding and securing your next job. Packed full of practical advice, case studies and templates this totally up-to-date guide will take you through the entire recruitment process and includes advice on how to :

- Write a CV that will get you short listed for interviews
- Write an effective application letter
- Build a network of new contacts to generate more opportunities
- Find unadvertised jobs
- Use new media liked LinkedIn, Facebook and Twitter in your job search
- Deal with recruitment consultants and headhunters
- Prepare for interviews
- Answer competency interview questions
- Succeed at assessment centres

And much, much more!

Written by Daily Telegraph Careers Coach, Jeremy I'Anson, *You're Hired! Total Job Search 2013* is the most up to date and comprehensive guide to finding and securing your next job. For more information about the book and extracts visit <http://totaljobsearchonline.com/>



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