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

Jeremy I'Anson

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Jeremy I'Anson : You're Hired! Total Job Search 2013 (Trotman Education) before purchasing it in order to gauge whether or not it would be worth my time, and all praised You're Hired! Total Job Search 2013 (Trotman Education):

0 of 0 people found the following review helpful. Very insightful!By EnricoMany thanks for the step-by-step suggestions and practical examples of successful job search practices. They add momentum to the experience.0 of 0 people found the following review helpful. Great Compendium of AdviceBy Louis De BearThis book is one of the most comprehensive books I have read in a long time, on the subject of getting a job or starting/changing your career.The book begins by looking at your office and suggests buying certain items that will enhance your job search.

The second major area the book covers is the all important CV. There are many books on the market that cover CV writing. Some are good and some are very poor. This author gives straight and to the point advice on how to write a CV that is targeting the person/position itself and so moving away from a generic CV that could be overlooked by recruiters. I liked the information and it did make me think on how I could improve my CV. The third major topic is Assessment Centres and their role in job searches and suggestions on alternative, non traditional ways of finding a job. The author also examines interview techniques and examines some key questions that you will probably encounter in an interview. This book is extremely comprehensive and easy to read. If you want to give yourself a heads start with your competition in the jobs market, then this book will give you that edge. I found it very informative and I highly recommend it. A Great Read.

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 like 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!

About the Author Jeremy I'Anson is a careers coach with over 30 years' experience in training and recruitment. Jeremy writes regularly on career related issues in the national press including *Computer Weekly* and *The Guardian*. He is the official Careers Coach for the *Daily Telegraph*.