



7 Keys to a Winning CV: How to create a CV that gets results (Harriman Business Essentials)

Mildred Talabi

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Do you want to create a CV but don't know where to start? Have you been out of work for a while and need to get back on the career ladder? Are you confused by the conflicting messages of what makes a good CV? Whether you are on your first, second or tenth CV, this dynamic book provides a very simple step-by-step guide to creating a CV that gets interviews!

You will learn:

- How to grab the employer's attention in just 30 seconds
- How to present your skills and experience for maximum impact
- Common CV crimes and mistakes and how you can avoid them
- The seven essential keys to a great CV
- How to create a cover letter that gives your CV the edge

7 Keys to a Winning CV is packed full of good-quality, practical advice delivered in a straightforward manner. If you are new to the job market or returning after a career break or recent redundancy, this book will equip you with the tools, knowledge and confidence you need to move forward in your work life.

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