

Download File PDF The First 60 Seconds Win The Job Interview Before It Begins

#Jenny



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Cool! I'am really happy

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so many fake sites. this is the first one which worked! Many thanks

FINDING THAT JOB - 3

- Once you are happy with your draft, transfer the detail to the original form. Always write application forms in your neatest hand and in black ink for preference as this photocopies well. Never use any other colour except black or blue inks.
- Once you have completed the form, photocopy it for your own records. You may wish to take it to interview with you to refer to.
- Draft a covering letter to go with your form. Keep it brief and always use the term 'Dear Mr Smith', or whatever the recruiter's surname is. Don't be tempted to use their forename, even if the advert has it on, as this is over-familiar. Never write 'Dear Sir or Madam' as it too demonstrates a lack of attention to detail.

Curricula vitae

I will leave it to you to decide on the style and content of your curriculum vitae. There are many sources which will advise you on these aspects. Here are some brief pointers:

- Use the best paper you can afford.
- Use only white or off-white paper.
- Do not use a fancy hard cover or binder.
- Use a simple font such as Arial and use the same font in your covering letter.
- Never use a generic covering letter. Be specific in its content by bringing out one or two elements of how you match what they are looking for. It is not just a wrapper for your CV!
- Your CV needs to get past that first 30 seconds after the recruiter has picked it up. Imagine yours is just one of 50 or 60 or more applications received. You want your professionalism to stand and not stand out because you've used bright yellow paper!
- Stress your achievements in your CV, not simply list your past employers and job titles.
- Comply with any instructions in the adverts such as supplying your current salary - you may wish to do this within your covering letter.

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