

The Five Minute Master - CV



You're looking for a new job but these are competitive times. To get to interview you need an attention-grabbing CV that makes sure you stand out from the crowd. The five minute master guides are bite-size ways to learn business skills that cost less than a latte, take minutes to read and are the smart way to get the skills and confidence to survive and thrive in modern business life. This book gives you a simple step by step guide to writing a fantastic CV. It will show you how to:- Create a reference version of your CV- Tailor it to the specific job you're applying for- Write a covering letter. At the end of the book, you will find example CVs, an example covering letter and a quick reference checklist to remind you of the key points.

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