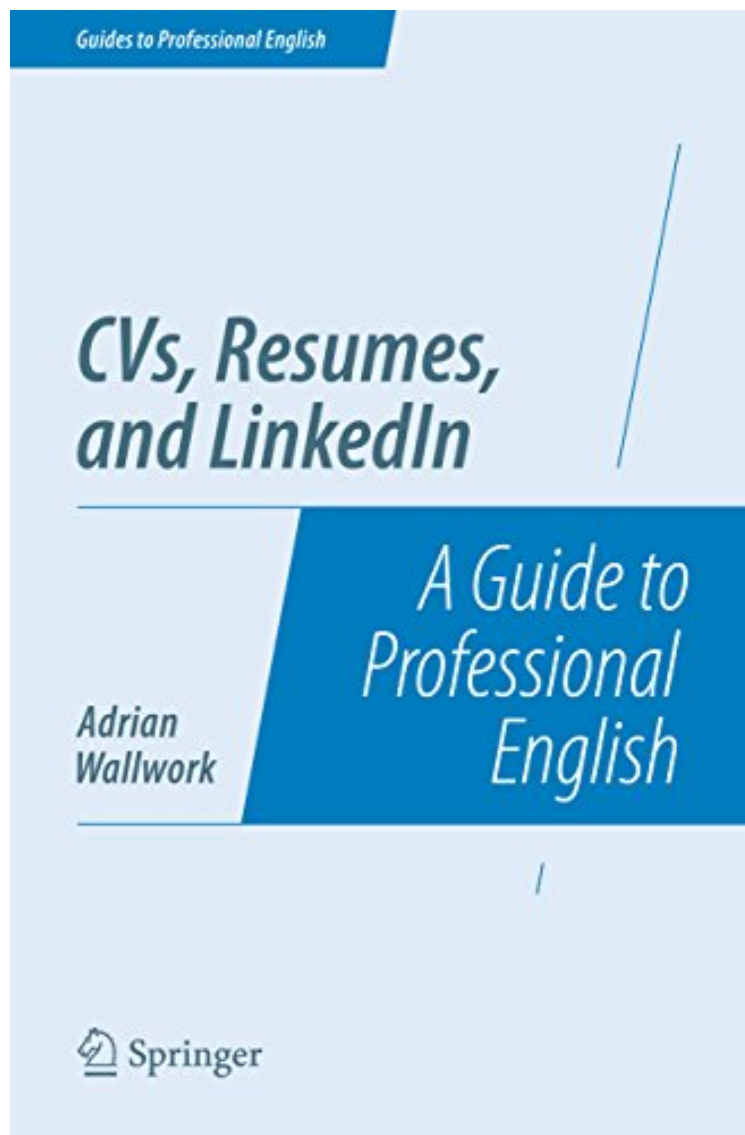


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it contains a lot of practical tips and advice that help to write an excellent CV in English, and teaches us to be careful to details we have never thought of. Being based on interviews with recruiters, it explains how to write a CV (section by section) or a cover letter by adopting the point of view of the reader, and gives numerous examples of curricula from many different countries as well as useful templates. Highly recommended for every job seeker, in both public and private sectors. It makes the difference! 1 of 1 people found the following review helpful. Very very useful!!!! By Francesca C. This is the book that everyone who is not native-English speaker would like to read before writing a CV or a resume. It really helps you to decide what to write, how and where in the text. It is useful also because it explains the point of view of who is going to read your CV: this is essential to help you to write a CV that won't be thrown in the bin. Finally It's full of clever tips, I really recommend it. 1 of 1 people found the following review helpful. Essential for getting a job in academia (or industry) By CustomerA very useful book for non-native speakers. The author outlines many essential points in writing CVs and resumes through practical and detailed examples. His aim is to highlight what is fundamental for people who read your CVs in order to select it. Thanks to the book, I changed my point of view in writing my CV and it made the difference! Very useful!

Are you a graduate, postgraduate or PhD student? Are you simply looking for a new job in the private or public sector, in research or industry? If your aim is to produce a professional CV or resume, then this book is for you. Based on interviews with recruiters and HR managers, and an analysis of hundreds of CVs from around 40 different countries, the book is structured as a series of FAQs. Topics covered include: how recruiters and HR people analyse a CV whether using a template is a good idea the difference between a CV and a resume how to present your personal details and whether to include a photo how to write an Executive Summary what to write in each section (Education, Work Experience, Skills, Personal Interests) how to write dates how to highlight your language, communication and team skills how to get and write references You will also learn some hints and strategies for writing a: cover letter LinkedIn profile reference letter bio The last chapter of the book contains a simple template to help you get the job of your dreams!

From the Back Cover Are you a graduate, postgraduate or PhD student? Are you simply looking for a new job in the private or public sector, in research or industry? If your aim is to produce a professional CV or resume, then this book is for you. Based on interviews with recruiters and HR managers, and an analysis of hundreds of CVs from around 40 different countries, the book is structured as a series of FAQs. Topics covered include: how recruiters and HR people analyse a CV whether using a template is a good idea the difference between a CV and a resume how to present your personal details and whether to include a photo how to write an Executive Summary what to write in each section (Education, Work Experience, Skills, Personal Interests) how to write dates how to highlight your language, communication and team skills how to get and write references You will also learn some hints and strategies for writing a: cover letter LinkedIn profile. reference letter bio The last chapter of the book contains a simple template to help you get the job of your dreams! Adrian Wallwork is the author of over 30 books aimed at helping non-native English speakers to communicate more effectively in English. He has published 13 books with Springer Science+Business Media. Other books in this Professional English series include: Email and Commercial Correspondence User Guides, Manuals, and Technical Writing Meetings, Negotiations, and Socializing Presentations, Demos, and Training Sessions Telephone and Helpdesk Skills About the Author Wallwork, a native English speaker from the UK, has 25 years of experience teaching English at various IT companies in Pisa, Italy. He has published 13 books with Springer Science+Business Media.