

<<求职与跳槽指南Job Hunting >>

图书基本信息

书名：<<求职与跳槽指南Job Hunting and Career Change All-In-One For Dummies>>

13位ISBN编号：9780470516119

10位ISBN编号：0470516119

出版时间：1970-1

作者：Strachan, Donald

页数：528

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<求职与跳槽指南Job Hunting >>

内容概要

This hands-on guide takes you through every aspect of finding and securing the job you want. From searching for vacancies through to preparing for the interview and making a strong impression, this book has it covered. Key personal development techniques, such as Neuro-linguistic Programming, are featured alongside specific job-hunting advice, helping you to develop a winning mindset and foster skills to take with you into your new career.

书籍目录

Introduction
Book I: Plotting a Course: your Job And Career Plans .. Chapter 1: Assessing Career and Work..
Chapter 2: Getting Motivated. Chapter 3: Demonstrating Confidence in the Workplace Chapter 4: Asking
Yourself the Right Questions
Book II: Showcasing yourself with a StandOut CV. Chapter 1: CVs and the Changing
World of Recruitment Chapter 2: Getting Your CV Out There Chapter 3: Choosing the Right Format Chapter 4:
Contents that Make a Difference Chapter 5: Winning with Words Chapter 6: Overcoming Deadly Dilemmas
Chapter 7: Moving from Worksheets to Your Finished CV Chapter 8: A Sampling of StandOut CVs
Book III:
Succeeding at Interviews Chapter 1: Understanding What Interviewers Want Chapter 2: Polishing Your
Performance Chapter 3: Preparing Great Questions Chapter 4: Talking about Yourself and Others.. Chapter 5:
Getting to Grips with Questions about Your Work Chapter 6: Talking about Why You Want a New Job Chapter
7: Thriving Under the Pressure Interview Chapter 8: Handling Hypothetical and Analytical Questions Chapter 9:
Succeeding at Competency-Based Interviewing Chapter 10: Taking Control in Unusual Situations

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>