



Writing Resumes and Cover Letters For Dummies - Australia / NZ

Amanda McCarthy, Kate Southam

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Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market

Applying for jobs in today's tight job market can seem like an overwhelming process. Competition is fierce and employers expect more than ever before from job applicants. With unemployment and redundancies rising, it's simply not a good time to be looking. So how do make yourself stand out? *Writing Resumes and Cover Letters For Dummies, Second Australian & New Zealand Edition* shows you how to catch a recruiter's attention. Presenting a wealth of sample resumes and cover letters, this handy, easy-to-use guide shows you how to write a killer cover letter, format your resume for online use, use social networking to your advantage, and tailor your resume and cover letters for specific positions and companies.

- Designed specifically for job hunters in Australia and New Zealand
- Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position
- Includes advice on addressing government selection criteria
- Features ten ways to turn off a recruiter and ten tips for the perfect presentation

No matter how tough the job market is, a great resume and cover letter combination will help you get the attention you deserve. *Writing Resumes and Cover Letters For Dummies* gives you all the tools and tips you need to get noticed—and get your dream job!

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From reader reviews:

Adrian White:

Have you spare time for any day? What do you do when you have far more or little spare time? Yes, you can choose the suitable activity with regard to spend your time. Any person spent their spare time to take a stroll, shopping, or went to the particular Mall. How about open or perhaps read a book titled Writing Resumes and Cover Letters For Dummies - Australia / NZ? Maybe it is to get best activity for you. You know beside you can spend your time with your favorite's book, you can smarter than before. Do you agree with their opinion or you have additional opinion?

Alfred Leahy:

Information is provisions for those to get better life, information currently can get by anyone from everywhere. The information can be a expertise or any news even a huge concern. What people must be consider while those information which is inside the former life are difficult to be find than now's taking seriously which one works to believe or which one the resource are convinced. If you find the unstable resource then you buy it as your main information it will have huge disadvantage for you. All those possibilities will not happen throughout you if you take Writing Resumes and Cover Letters For Dummies - Australia / NZ as the daily resource information.

Virgil Santamaria:

Playing with family in a very park, coming to see the sea world or hanging out with close friends is thing that usually you have done when you have spare time, in that case why you don't try thing that really opposite from that. One activity that make you not experiencing tired but still relaxing, trilling like on roller coaster you already been ride on and with addition info. Even you love Writing Resumes and Cover Letters For Dummies - Australia / NZ, it is possible to enjoy both. It is fine combination right, you still would like to miss it? What kind of hang type is it? Oh can happen its mind hangout people. What? Still don't have it, oh come on its known as reading friends.

Pat Thomas:

What is your hobby? Have you heard which question when you got learners? We believe that that query was given by teacher to the students. Many kinds of hobby, Everyone has different hobby. So you know that little person such as reading or as reading become their hobby. You must know that reading is very important and book as to be the thing. Book is important thing to incorporate you knowledge, except your personal teacher or lecturer. You will find good news or update with regards to something by book. Amount types of books that can you choose to use be your object. One of them is niagra Writing Resumes and Cover Letters For Dummies - Australia / NZ.

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