



The Job Application Workbook (HOPE4Families) (Volume 1)

Mr Michael J Lewis

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This workbook is designed to help you with your application for work. It is seven sessions long for individuals who want to develop their job application skills. Whether you are struggling to get your first job or unable to get the job you really want. You might be fresh out of University or you might be looking for your next big promotion. This book will help equip you and develop your technique at every stage of the process. The sessions in the book include: 1. You are the product 2. Creating a strong Curriculum Vitae 3. Writing a stand out covering letter and letter of application 4. Shine on the day of interview 5. Developing the best technique for answering questions 6. Presenting a winning presentation 7. Making an outstanding first impression in your new job ? The book is filled with practical tasks supported by proven advice and literature. This will help you get the job you want. ?

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