



# Preparing the Perfect Job Application: Application Forms and Letters Made Easy

*Rebecca Corfield*

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## **Preparing the Perfect Job Application: Application Forms and Letters Made Easy** Rebecca Corfield

These days if you're looking for a job, you are more and more likely to come face to face with an application form - many of them now online. Application forms are designed to filter out unsuitable applicants and to ensure candidates for interview can be assessed objectively. So how do you make sure that you pitch yourself properly and ensure your job application is more successful than those of others in the candidate pool? This book holds the answer. "Preparing the Perfect Job Application" is written for today's candidate, seeking success in an ever-competitive and more unforgiving jobs market. The book brims with focused, pertinent and insightful advice designed to help you highlight your real talents and demonstrate how they would be useful to your prospective employer. Written by a former president of the national institute of career guidance, "Preparing the Perfect Job Application" shows you what to do, what to avoid doing, and reveals how to give your message the best chance of landing an interview.

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