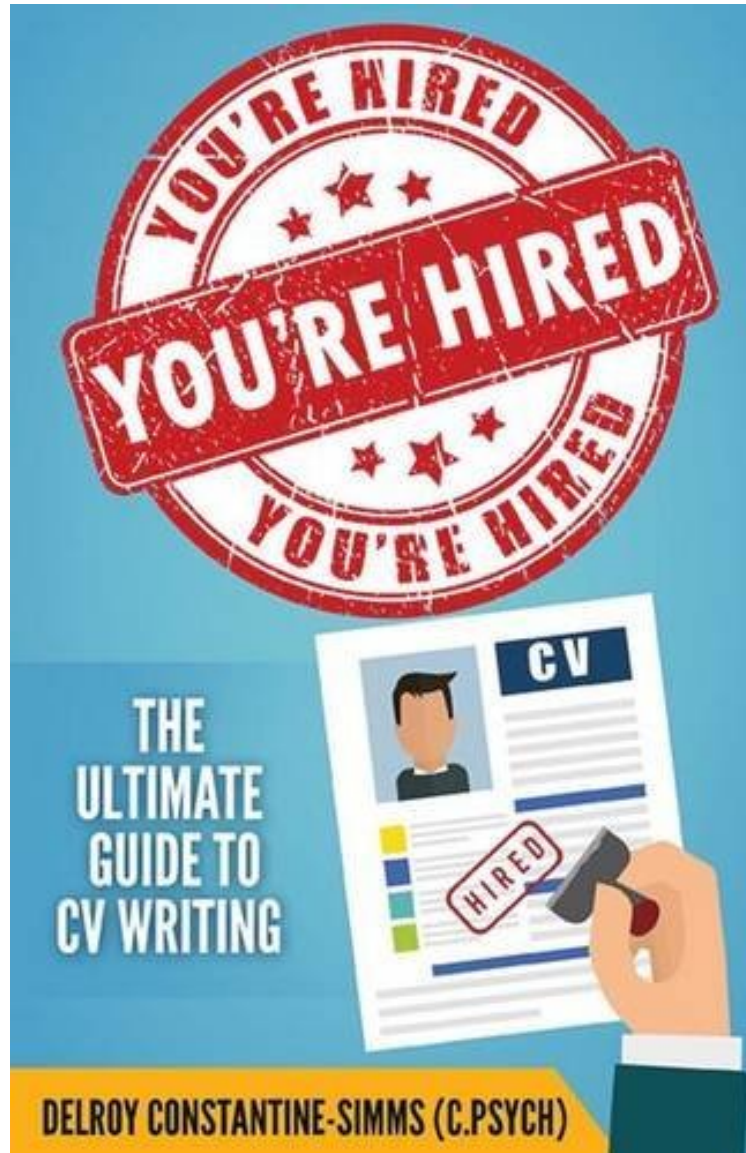


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Delroy Constantine-Simms

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will maximise your chances of getting an interview. *Youre Hired!* makes it clear, that if you fail to grab the attention of your prospective employer within a few seconds, your CV will be consigning to the bin of rejections. If you want your CV to avoid the dustbin of rejections, take note of the suggestion in *Youre Hired!* In order to transform your CV into a targeted, high-impact, job-winning tool, by way of coaching you how to spotlight your professional skills, qualifications and experiences. *Youre Hired!* Will also enable you to understand the variety of CV formats, such as the Chronological, Functional and Combination CVs supported by explanatory notes and advice; including, sample covering letters. *Youre Hired!*, suggests that the use of snappy phrases starting with strong action verbs to describe your functional skills and the use of clearly defined headings and subheadings, if relevant, to organize your CV are extremely important. Furthermore *Youre Hired!* underscores that Clarity, Conciseness, and Consistency, are important, when constructing a CV, hence the constant reminder, that a badly formatted and cluttered CV can be confusing and jeopardize your chances of being hired job. The author and team of editors from Think Doctor Publications; Live2Achieve, The Institute of Self Development are extremely confident that by simply following the tips in *Youre Hired*, we can assure you, that your CV will stand out, and hence been chosen for the interview that will lead to your ULTIMATE dream job.

Kwame Makura (Career Coach).. In the words of General George Patton, "Success is how high you bounce when you hit bottom." The innovative CV tips will ensure you bounce back and more. Karl Wilson (Motivational Speaker)..... Abraham Lincoln once said that the best way to predict the future is to create it." I say the best way to ensure your career aspiration come true, follow the CV tips offered in this book. Ivor Patterson (Finance Specialist and Recruiter) "Johnny Carson said that Desire! That's the one secret of every man's career. Not education. Not being born with hidden talents. The excellent CV advice ensures that anyone with serious careers desires and aspirations will shine and succeed.About the AuthorDelroy Constantine-Simms is a UK registered Counselling Psychologist and a qualified Therapeutic Career Coach. Constantine-Simms has previously edited the following books and Co-edited *Teachers for the Future* (1995) *The Greatest Taboo: Homosexuality in Black Communities* (2001) *Hip Hop Had a Dream: Vol. 1 the Artful Movement* (2008) Constantine-Simms is the recipient of the 2001 Lambda Award for Best Anthology for his book: *The Greatest Taboo: Homosexuality in Black Communities* (2001). He is also as freelance print and photojournalist, whose work is regularly submitted and distributed by photo agencies such as Corbis Images and Demotix. His articles and images have appeared in British and international publications such as the *Word* (Canada) *The Big Issue*, *The Guardian*, *The Voice Newspaper*, *Miami Times*, and many other publications. He is currently pursuing part time academic study at the University of Oxford (UK)