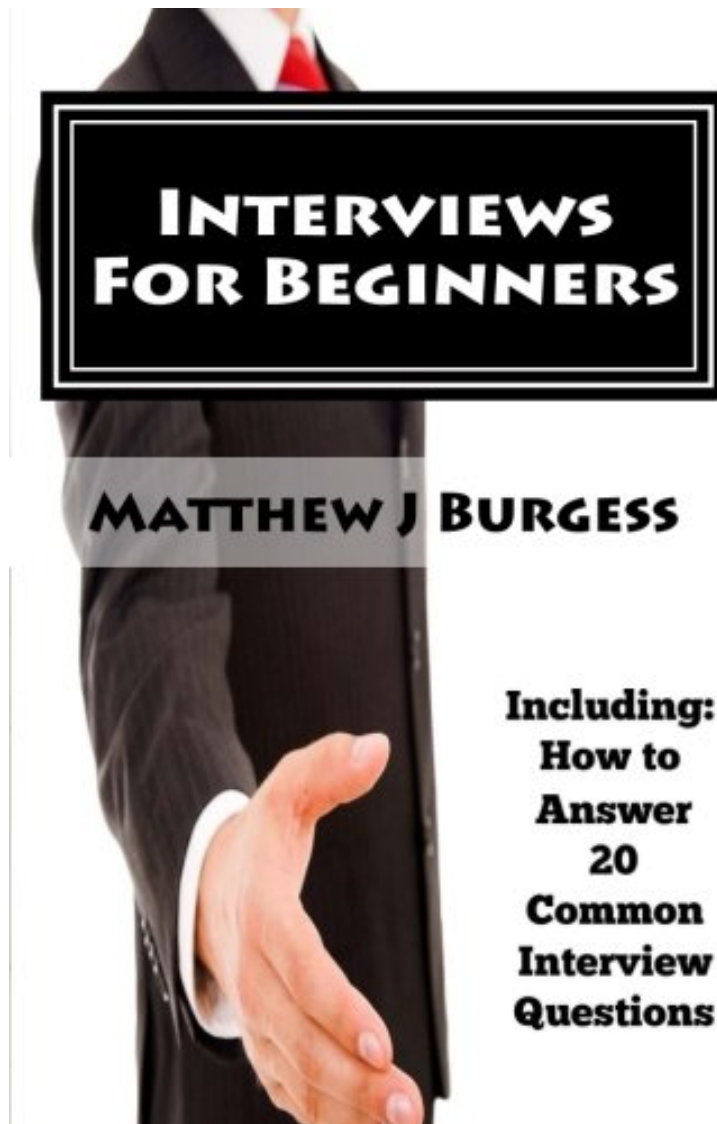


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An informative self-help book for interview beginners, including how to answer 20 commonly asked interview questions. The book will be of particular interest to interview beginners, or people who may not have had an interview for some time, such as: - people who have been in the same job for a long time but are now looking for a new challenge and would like to brush up on their interview skills, or - stay-at-home mothers who are looking to return to work. The book is divided into three sections: - Section 1 is all about your resume (CV/ curriculum vitae). It answers the question: "Why can I not get an interview?" and provides 6 top-tips to help you to improve your resume. - Section 2 discusses the interview process, including: how to prepare for an interview, how to behave during the interview, how to end the interview and what to do after the interview. - Section 3 lists and analyzes 20 commonly asked interview questions, so that you will get an insight into what interview questions you are likely to be asked and how you should answer them. The information is presented in a simple, clear and concise way and hopefully you will find it interesting, informative and (most of all) - useful!