





How To Get A Job You Love is a blueprint for anyone looking for work or planning a career change. Whether you're looking for your first job, a graduate or an experienced professional, this book will guide you through the process. Practical exercises help you spot the work that will suit you best – and how to find it. New Features in the 2019–2020 edition include: • Latest material on managing your social media presence and impact • New insight into creating a better career 'deal' • Extra advice on networking and reaching out using information interviews • Effective job search strategies as more and more jobs are not advertised • Latest advice on what will shorten (or extend) your job search • How to tell your career story at interviews • New and revised exercises including 'should I work for myself?'

Why do you want to leave your current role? Where have you had to work under pressure? If our roles were reversed, what questions would you ask? Tough questions like these can unnerve even the most confident jobseeker, proving that it's not always the best candidate who gets the job, it's the best interviewee. Whether a first-time jobseeker, career-changer, or returning after a break, Knockout Interview is your indispensable toolkit. Now thoroughly revised and updated to reflect today's demanding job market, featuring: • 125 of the most common interview questions • A 'fast-track' preparation option if your interview is TOMORROW! • More sample answers to challenging questions • New insights into what goes wrong in an interview and why "This book is a fantastic way to develop your interview capability, giving yourself the best shot of getting the job you want". Kevin Green, Chief Executive, Recruitment and Employment Confederation "When I read John's writing, two things happen. First, I feel as if he's standing right there, personally advising me. And second, I always come away thinking over the issue in a new way. It's a rare, but very useful, gift." Sarah Green, Associate Editor, Harvard Business Review "Knock your interviewer out with this insider's guide to landing the job you love! You have in your hands the wisdom of years of interviewing! Through 125 questions, John Lees takes you behind the scenes of the interview process from start to finish from the candidate, interviewer and organisation perspective. This guide offers you unique insights, practical tips, techniques and downloadable worksheets. So, the next time you walk into the 'ring' be sure you are prepared...with Knockout Interview." Ajaz Hussein, International Career Counsellor "A brilliant book which I wholeheartedly recommend to my coaching clients. John takes you step by step through every question you could face in an interview, from the deceptively simple, to some of the toughest. Not only will you learn how to answer them with ease, but also the reasons behind why they are being asked, allowing you to perform at your best and get the job. A must read for any job seeker." James Curran, Career coach and podcast host at www.graduatejobpodcast.com "The old adage attributed to Benjamin Franklin of 'By failing to prepare, you are preparing to fail' is never more apt than when applied to interviews. The top career strategist and author John Lees has followed up on his excellent series of books with another winner here. If you are anxious about an upcoming interview or want to improve your performance in the future, reading Knockout Interview will be an ideal solution. The 125 questions in the book cover almost any eventuality but are presented in a format that is much more than just a list. Each question is followed by excellent guidance on how to decode the question and structure your answer. Knockout Interview is as comprehensive a resource on succeeding at interviews as any on the market." David Levinson, Careers Manager, University of Glasgow, UK "John gives consistently good, pragmatic advice and provides suggestions to help people make the most of themselves and the opportunities they get. Easy to read, relevant and straightforward, the book offers so much more than standard self help books - it provides practical steps to get readers started and give them confidence to take ownership of their careers. A great resource to ensure a head start in a competitive market." Denise Nesbitt, Senior Change Delivery Manager, Talent & Development, Lloyds Banking Group "This book is a great source of information and advice for anyone approaching a job interview. By helping you to understand your own strengths in the context of your future employer's requirements, John Lees' suggestions will make sure you prepare effectively for any style of interview. A wealth of strategies to cover the questions that many candidates dread will help you to avoid the pitfalls and demonstrate why you are the right candidate, setting you on the path to the next stage in your career." Gary Argent, Director of the Career and Skills Development Centre, City University London, UK "Once again, John shows how to be at your very best in front of a prospective employer. This latest edition covers every aspect of interview preparation and is a must read for anyone in job search. As ever, his advice is eminently practical and accessible, delivered in a caring and supportive voice that will resonate with all readers and encourage them to embrace every job search opportunity." Sophie Rowan, Coaching Psychologist at Pinpoint, author of Brilliant Career Coach PRAISE FOR KNOCKOUT CV "A comprehensive and practical guide to building a relevant, evidence-based CV which will win the recruiter's attention. Looks afresh at the role of your CV, the pitfalls to avoid and shares invaluable recruiter insights." Liz Mason, Associate Director, Alumni Career Services, London Business School "You write a CV for a purpose – to get a job. Knockout CV works backwards from the desired result, analysing each feature of the CV from the perspective of impact on the decision-maker. No frills, no diversions, simply full of practical help." Shirley Anderson, HR Director, Talent and Reward, Pilkington Group Limited PRAISE FOR HOW TO GET A JOB YOU LOVE "This book is a treasure. Read it, devour it, use it, and find that job you once dreamed about but had almost given up on." Richard Nelson Bolles, author of What Color Is Your Parachute? "I frequently recommend job seekers or those at a career crossroads to read How to Get a Job You Love as it offers practical and easily accessible advice from someone with vast experience in the area." Joëlle Warren, Managing Director, Warren Partners Ltd "A positive, practical and readable guide, packed with creative tools and common sense advice from an author who understands careers from all angles. This book will support and encourage you throughout your working life, from making your initial career decision to helping with long term career management. It will challenge your preconceptions of yourself and of the world of work, and help you to a more fulfilling career." Julia Yates, Programme Leader, MSc Career Coaching, University of East London, UK "The popularity of John Lees' writing lies in his ability to connect with the sense many people have that they can be more than they currently are and deserve greater job satisfaction than they currently have. What makes his work distinctive is his use of his wide experience in careers coaching to provide tools and ways of thinking that any motivated individual can easily use to take control of their working life." Carole Pemberton, Career and Executive Coach and author of Coaching to Solutions "I know first hand the joy that being in the right career can bring and I commend John Lees for his books and seminars which help other people do just that." Rosemary Conley CBE "Watch out – this book could turn your life upside down." Liz Hall, Editor, Coaching At Work

John Lees shows you how to write CVs and cover letters that convey your strengths quickly and get you into the interview process. Contains international features and updates, profiles of international figures, and updates and analyses of international accounting and auditing standards; UK domestic topics are included in the parent title: Accountancy.

Traditional Chinese edition of Leaders Eat Last: Why Some Teams Pull Together and Others Don't by Simon Sinek. Sinek is the author of "Start with Why: How Great Leaders Inspire Everyone to Take Action," and a popular TED talk speaker. In Traditional Chinese. Annotation copyright Tsai Fong Books, Inc. Distributed by Tsai Fong Books, Inc.

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"John Lees is a purveyor of sound, no nonsense career advice which delivers results, whatever your age or status." Carol Lewis, Business Features Editor, The Times It doesn't take months to learn how to write a CV that works, but it does take a few hours. This book is designed to take you through that process quickly, taking some short cuts, encouraging your readers to say one simple word: "yes". Features: Step by step approach to building a CV from scratch Detailed advice on getting bullet points and the profile right Example CVs, including entry level and executive CVs Demystifying of CV formats and styles, including 'hybrid', competency-based and functional CVs Drawing on over 25 years' experience of training recruiters, John Lees, author of the bestselling How To Get A Job You'll Love, is one of the UK's best known career strategists. In Knockout CV he shows you how to write CVs and cover letters that convey your strengths quickly and get you into the interview room. "A comprehensive and practical

guide to building a relevant, evidence-based CV which will win the recruiter's attention. Looks afresh at the role of your CV, the pitfalls to avoid and shares invaluable recruiter insights." Liz Mason, Associate Director, Alumni Career Services, London Business School, UK "You write a CV for a purpose: to get a job. Knockout CV works backwards from the desired result, analysing each feature of the CV from the perspective of impact on the decision-maker. No frills, no diversions, simply full of practical help." Shirley Anderson, HR Director, Talent and Reward, Pilkington Group Limited "This book is essential reading for anyone considering a career move or applying for another position. First impressions are so important and your CV really does have to stand out from all the rest. This is an excellent, practical guide which I believe will really make the difference to securing that interview." Christine Gaskell, Chair, Cheshire and Warrington Local Enterprise Partnership and former HR Director, Bentley Motors Ltd "John Lees leads you back to the basic document of so many job-hunting campaigns, and yet again opens your eyes to see the real underlying principles. His clear and authoritative voice brings life back into what is often seen as a routine activity - CV writing - yet is so important in today's hyper-competitive job market. With his clear chapter objectives, insightful exercises (especially the 'CV data bank'), professional insights, and a healthy dose of humour, John Lees sets the standard for modern CV writing." Matthias Feist, Head of Careers & Business Relations at Regent's University London, UK and Chair of PlaceNet: Placements in Industry Network "John has produced an honest and authentic approach to creating a winning CV which speaks to your strengths, and will make the difference to getting noticed and in front of the selection panel. Yes, you can expect to work some, however John's advice plus your investment in time will produce a great result with the critical bonus of mental and emotional clarity over your next (right) career move." Angella Clarke-Jervoise, Big 4 Partner Recruiter and International Career Coach Praise for John Lees' careers books: "When I read John's writing, two things happen. First, I feel as if he's standing right there, personally advising me. And second, I always come away thinking over the issue in a new way. It's a rare, but very useful, gift." Sarah Green, Associate Editor, Harvard Business Review "I know first-hand the joy that being in the right career can bring and I commend John Lees for his books and seminars which help other people do just that." Rosemary Conley CBE "John Lees is the Career Professional's professional; the doyen of careers experts. His books and advice have helped countless numbers of people to enjoy better, more fulfilling careers." Dr Harry Freedman, Career and Business Strategist, Hanover Executive

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