

**'The essential toolkit for a winning CV!'**

Lee Biggins, founder and managing director of CV-Library

# THE CV BOOK

**How to avoid the most common  
mistakes and write a winning CV**

THIRD EDITION

**JAMES INNES**

The bestselling careers author and founder of The CV Centre®

# Praise for *The CV Book*

*'The essential toolkit for a winning CV!'*

**Lee Biggins, Founder and Managing Director of CV-Library**

*'A perfect and effective guide to getting your CV right, this book contains everything you will ever need to know about writing your CV.'*

**Steve Slocombe, Co-owner, GRS Recruitment**

*'James Innes' highly anticipated CV Book is an essential guide to building the right CV format in today's competitive and globalised marketplace. Innes packs his book with fascinating case studies, relevant questions and anecdotes, mistakes to avoid and most importantly, it provides an effective blueprint for creating an outstanding CV.'*

**Jorge Marcano, Strategic Communication Expert &  
Inter-Cultural Specialist, Multilingual HR Advisor at  
Barclays Lithuania**

# CV Book, The

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