

Career Tools will assist you with creating that perfect CV, the Do's and Dont's of an interview process and preperation techniques for that all important interview.

step 1: [Download a CV](#) template if you not sure of the lay out

step 2: [Build your CV](#) page will help improve your CV or create a new one

step 3: [Build your CV in detail](#) is an article on creating your Cover Letter and CV

step 4: [Interview Questions](#) gives you an understanding of the type of questions

step 5: [Interviewing Techniques](#) will assist you with the interview

Use these tools:

- spend some time - it will pay off
- dont under estimate - everything counts
- using these tools show that you have put the time in to applying for a position

They work:

- our experience has proven that these tools help
- candidates who have used these tools make their highering process run smoother
- it is always good to improve where ever you can
- it makes life easier for the potential employer