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The Guide to Basic Cover Letter Writing

By Public Library Association, The Editors of VGM Career Books

McGraw-Hill Education - Europe, United States, 2003.

Paperback. Book Condition: New. 2nd Revised edition. 272 x 212

mm. Language: English . Brand New Book ***** Print on

Demand *****.Job search tip number 1: Make your cover letter

count! While you may spend days perfecting your resume, remember it s the cover letter that gets read first, and it has the potential to put you either over the top or in the discard pile.

Don t sell yourself short with a hurried, generic letter that

makes your resume do the brunt of the work of impressing

your future employer. Follow the advice in the PLA s revised

Guide to Basic Cover Letter Writing to devise a document that

skillfully complements your resume and, in the space of 8-1/2 x

11 inches, establishes you as a must-see interviewee.Whether

you re changing careers, re-entering the job market, or looking

for your first job, this comprehensive, easy-to-follow guide will

show you how to: create a cover letter that highlights the

experience and training that make you the ideal job candidate;

draw from dozens of sample letters for all types of positions to

construct a template that works for your needs; showcase your

style and...



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Reviews

Definitely among the best book I have got possibly study. I am quite late in start reading this one, but better then never. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- **Olga Ledner MD**

Complete guide for publication enthusiasts. I have read and i am sure that i will going to study again once again in the future. Your way of life period will be transform once you total looking over this publication.

-- **Shayne O'Conner**