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Your CV, cover letter and LinkedIn profile are your first communication with a prospective employer. As the job market is more competitive than ever, grabbing an employer's

attention and making the right first impression has never been more important. If you compromise on the quality of your CV, cover letter and LinkedIn profile, you reduce your chances of winning an interview. This book, which will appeal to anyone from entry level to board level, is a step-by-step guide on how to approach job hunting and achieve a killer competitive advantage by producing an impressive CV, cover letter and LinkedIn profile. Invaluable views and advice from senior HR and industry professionals, who are often the first point of entry, are provided throughout the book. How to Write an Impressive CV and Cover Letter will support jobseekers through the entire job-hunting process. It offers access to practical, real-life examples of CVs and cover letters that have secured interviews and helped individuals win their dream job. Readers will gain access to these documents, together with valuable templates, as part of the book. Provides advice on creating effective cover letters and includes sample cover letters for such situations as following up a job interview, thanking someone for a job offer, and requesting information Today's economy leaves little room for second chances in the job market. Hiring managers are swamped with applications. What are you doing to rise to the top of the pile and get noticed? If it isn't creating a cover letter driven by facts and filled with punch, you aren't doing enough. The cover letter is often overlooked as a key marketing tool ? the perfect introduction. It can be blank

and uninteresting or it can offer the potential employer exactly what they are seeking. Don't overlook this simple step that can improve your chances over other candidates. This book walks you through the various elements of a good cover letter, taking you through each step with plenty of examples to show exactly what you need to know to create the best cover letter over and over again. Make yours the one that brings the light of relief into the recruiter's eye as they see the perfect candidate. At just over a hundred pages, this concise, easy to read guide is full of professional information that will make your job search take off. The biggest mistake people make when writing a cover letter is not taking a risk. Instead, they choose to follow one of those boring, ill-thought-out templates found online. It's the cookie-cutter approach to the job application process. That exact opposite of what candidates should do! Getting a job you really want means getting out of your comfort zone. Learn how you should be using the cover letter to your advantage. Discover the most common mistakes applicants make and get a step-by-step guide of exactly what you should be writing. I'll teach you the method that has landed my clients an interview time and time again. It's a process I have perfected from over 20 years of experience helping others to find work they love, get promotions and increase their salaries. I'll show you how to write a cover letter that will put you ahead of other job applicants. By taking a risk that will capture the attention of your future employer. With this

guide, you'll: + Take a risk and stand out against other applicants. + Discover the mindset of a recruiter. + Learn an approach that's been proven successful time and time again. + Never make a common mistake ever again. + Take the leg work out of future job applications. I've established this crucial method from years of experience in the career coaching field, helping hundreds of clients look for and secure the jobs they want. Now I've nailed the job search process, I want to make it accessible to as many people as possible. That's why I've created this guide, to share what has taken me years to refine. I'll break down the cover letter writing process into six steps and teach you how to: + Step into the recruiter's shoes. + Allow your value to shine through. + Prove you've done your research. + End with a punch. + Get to grips with 'the why' of the cover letter. + What to do if you are asked to submit a video. + Exactly what to write in each paragraph. + Common mistakes and big no-nos. The job application process isn't easy. It takes time, confidence and a lot of revisions. With a guide like this I can offer you the best tips and advice...but the work is still up to you. That's why I've made it just \$12.99. Ask yourself, are you ready to commit to the process? To put in the time, effort and confidence needed to take a risk and reach your goal? If your answer is yes, roll your sleeves up. We've got some work to do. ——— "After learning Rachel's process for writing CVs and cover letters for applying projects, I got a callback for a job where there

was 500 applicants” -Nikki, Auckland ———
The UK's bestselling cover letters book - now repackaged, updated and even more indispensable. Provides advice on looking for jobs in the field of restaurant, food service, and hotel management, and provides hundreds of sample cover letters and resumes. From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you

far, no matter where you work.”—Booklist (starred review) “The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together Ready to take your career to the next level? Find out everything you need to know about writing a perfect cover letter with this practical guide. For many people, applying for a job can be a long and daunting process. However, people often forget or disregard the importance of a good cover letter, even though it is generally the second thing a recruiter will read. Not to worry - this guide will show you what employers are looking for so you can write the perfect cover letter! In 50 minutes you will be able to: • Avoid common pitfalls when writing cover letters • Identify the most effective ways to capture the employer's

attention • Understand the differences between an emailed cover letter and one sent by post ABOUT 50MINUTES.COM | COACHING The Coaching series from the 50Minutes collection is aimed at all those who, at any stage in their careers, are looking to acquire personal or professional skills, adapt to new situations or simply re-evaluate their work-life balance. The concise and effective style of our guides enables you to gain an in-depth understanding of a broad range of concepts, combining theory, constructive examples and practical exercises to enhance your learning. THE BESTSELLING GUIDE TO WRITING COVER LETTERS THAT MAKE YOU STAND OUT FROM THE COMPETITION With hundreds of ready-to-download letters--updated with strategies for networking online, social media, and responding to Internet job postings. "Wow, wow, and wow! Letters like these are what I want to see; they help me get to know the person immediately and create a very positive impression." -- Melissa Burke, co-owner, Blue Plate Minds Creative Staffing Agency "I recommend this book to all the job seekers I work with; it saves them time and expedites the search." -- Julie Hipp, Principal, Impact Partners Executive Search Firm "This book guides job seekers at every level in using social media and technology to compete with more tech-savvy candidates." -- Mary Gable, career and outplacement counselor "Podesta and Paxton's strategies are brilliant! The letters will impress hiring managers, and the advice on

using the Internet is spot on!" -- Dave McGurgan, social media manager "These letters go right to the core of what is needed to get one step ahead of the rest." -- Jay Jamison, International Managed Service Leader, British Telecom "Letters like these bring both resume and applicant to life, so I can make the right decisions about whom to interview and ultimately hire." -- Loretta Kuhland, former Deputy Executive Director, Center for Disability Services, New York Capital Region A great cover letter is Written to a target job So intriguing that a reader makes room in a busy schedule to meet you An electrifying personal advertising tool that short-circuits the competition A great cover letter is not Bland and indifferent Littered with dry facts What the hiring manager's kid uses as scratch paper Your cover letter should spark the reader's interest as a dynamic introduction to your resume. This is your chance to personalize your resume. Here's where you make yourself into a living, breathing human being and set your accomplishments aglow. How do you achieve this? Let the second edition of Cover Letters For Dummies be your guide. In this book, you'll gain understanding of why you need a cover letter, what the different types of cover letters are, what myths surround them, and how to break out of writer's block. You'll figure out how your letter should look and sound, with tips on language, content, and image. You'll get ideas for writing a dazzling opening line. And you'll work through a checklist to make sure

that the best of you lives in your cover letter. What's more, you'll Explore the changing rules in the workplace and how they impact the way you find work Identify where your skills fit in today's workplace through a number of self-assessment worksheets Sum up surefire tips for working with recruiters, answering job ads, avoiding the salary question, handling negative references, and creating letters that even a computer can love See examples of successful cover letters, from which you can model your own. Each is a candidate for reformulation as an e-mail cover letter. A well-written cover letter can make your ideal job a reality. So get this book and start writing. In today's competitive job market, if your cover letter doesn't grab the interviewer's attention, he or she may never even glance at your resume. No-Nonsense Cover Letters gives you the powerful practical tools to write "attention grabbing" cover letters that complement your resume and get you more interviews and job offers. The book begins with a thorough but easy-to-understand explanation of the key elements that are vital to creating "attention grabbing" letters including: why writing a cover letter is about selling yourself; how to craft targeted cover letters; when to use bullets or paragraphs; and creating E-letters for today's E-search environment. Subsequent chapters offer tips on writing winning cover letters for opportunities for virtually every profession. Do you know the main factors employers look for when they hire? Get Hired, based on research

conducted by the author who is a noted career expert, provides six insider secrets that employers look for when they hire. Understanding these insider secrets will give you an advantage in writing more effective cover letters and resumes as well as being more successful in job interviews. Get Hired is a best-selling self-directed career guide that would be a great companion book to What Color Is Your Parachute by Richard Bolles. One of the main benefits of Get Hired is that the author, a career counsellor for more than 20 years, has interviewed more than 500 companies to identify the major factors employers look for when they hire and these insider secrets are shared with you in Get Hired. This book can help you to write more effective cover letters and resumes by showing you the key personal traits and skills that employers are looking for. While other books often show you how to format a cover letter or resume, Get Hired will provide you with the key words and content that will increase the likelihood that your cover letter and resume will stand out. Get Hired can add to books such as The Resume Writing Guide by Lisa McGrimmon or Knock Dead Resumes by Martin Yate by helping you to better understand six employer secrets that can improve all aspects of your job search. It's been said that the first step in successful marketing is to understand the needs of your customer and then the next step is to demonstrate how your product meets these needs. Applying this to being successful

in your job search, the author shows you the main needs of most employers (based on his research with employers) and then shows you how to address these needs in all aspects of your job search. In addition to helping you to write more effective cover letters and resumes, the insider secrets in Get Hired can help you to focus all your job search efforts, such as networking and even job interviews, on what is most important. Get Hired would be an excellent addition to books such as How to Answer Questions: 101 Tough Interview Questions by Peggy McKee or Knock Dead Job Interview by Martin Yate. Get Hired is written by Brian Harris who is an award-winning teacher and counselor. Brian has worked as a counselor in colleges, universities and community career centers and has taught career counseling courses at two prominent universities. Accompanying CD-ROM contains sample resumes and cover letters and several PDFs from USAJOBS.gov. Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today's tight job market can seem like an overwhelming process. Competition is fierce and employers expect more than ever before from job applicants. With unemployment and redundancies rising, it's simply not a good time to be looking. So how do you make yourself stand out? Writing Resumes and Cover Letters For Dummies, Second Australian & New Zealand Edition shows you how to catch a recruiter's attention. Presenting a wealth of

sample resumes and cover letters, this handy, easy-to-use guide shows you how to write a killer cover letter, format your resume for online use, use social networking to your advantage, and tailor your resume and cover letters for specific positions and companies. Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is, a great resume and cover letter combination will help you get the attention you deserve. Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed—and get your dream job! Face it—words matter when it comes to getting noticed, getting the interview, and getting the job. In this invaluable guide to crafting the pitch that opens doors, staffing experts Schuman and Nadler give you hundreds of tools to make that happen. You will no longer struggle to find the phrases that best highlight your achievements; instead, you'll garner attention with such smart options as: I created a program that accomplished the following . . . My work generated \$5 million in revenue . . . I built a team of employees who created . . . The work I did saved my company \$3 million . . . I solved the following problems for my employer . . . The market's tight, but the jobs are out

there. With these essential words and phrases, you can move your application to the top of the pile! It took weeks to find this job. It took hours to get your resume right. Almost there. You just need a cover letter. The problem? You only get one shot. But before you can write such a letter you must first believe you stand out and you must know how you stand out. This book will first help you ensure you have a stand-out mindset then teach you how to write a letter that best sells you as the perfect candidate for the job. In this book you'll: - Learn how to have a stand-out mindset before you write your letter. - Use the exact step-by-step proven method others are using to create cover letters again and again. - Get various cover letter examples to help you with your own. - Learn how to access the 80% of jobs never advertised, known as the hidden job market - Get simple tips and strategies, including how to make your letter stand out AND be ATS compliant. - Find out which critical mistakes you must avoid. Write the perfect cover letter every time! With fewer job opportunities and more applicants, just being qualified isn't enough to get the job you want. So how can you separate yourself from the pack? With the perfect cover letter, of course! With so much riding on it, a cover letter that attracts-and holds-the attention of your prospective employer is essential. This practical how-to manual shows you step by step how to create highly effective letters designed to get the interview you want. The Perfect Cover Letter, Third Edition is an indispensable guide

that covers all the vital elements of a great cover letter, so you know what to include and know how to phrase it. Inside you'll find: * The nuts and bolts of every type of cover letter-what they should include, how employers use them, and how to write them * Great sample cover letters, including general broadcast, executive search, networking, advertisement response, and personal introduction * Tips on what makes a letter effective-and what doesn't * Helpful guidelines on following up-writing the post-interview thank you letter With greatly expanded information on thank you letters and an entirely new chapter on the all-important networking cover letter, this update of the popular classic continues to offer top-notch advice and high-quality samples that will help any job hunter get the attention they deserve. Sunday: Understand the importance of first impressions and the common mistakes people make Monday: Ensure your application is taken seriously with a cover letter that is concise, complements your CV and is targeted to the job you have applied for Tuesday: Discover how to style and structure your cover letter with advice on forms of address, etiquette, fonts, margins and the importance of 'white space' Wednesday: Design your cover letter to engage your audience and overcome the competition for advertised jobs Thursday: Design a speculative cover letter to approach the invisible job market Friday: Learn how to address cover letters to agencies and recruitment consultants Saturday: Learn from

your applications, whether successful or not, and develop your writing style for the future Brilliant Cover Letters is the definitive book on cover letters, it tells you the do's and do not's to make sure your cover letter stands out. Get the interview with professional correspondence! Completely updated for today's competitive job market, The Everything Cover Letter Book, 2nd Edition is what you need to get your foot in the door! With hundreds of resumes lined up for the job you want, it seems impossible to get yours to rise to the top of the pile. You need a superior cover letter to sell yourself when you're not there to do the talking. Make a memorable first impression and get the job you want with this authoritative reference as your guide. This new edition includes: 200 plus cover letters, revised for today's industries. Techniques to highlight the best qualities on your resume. Tips on industry trends. Savvy advice on how to grab your reader's attention. Detailed guidance on how to polish your letter to perfection. Formatting guidelines to follow for letters, emails, notes, and more. Dos and Don'ts based on specific job applications. With sample letters for every job seeker - from stay-at-home moms to traveling CEOs - The Everything Cover Letter Book, 2nd Edition is the only guide you'll need to land the job of your dreams! Finally, the ultimate resume and letter writing guide for transitioning military personnel! Here is the book that provides important answers to many questions facing job seekers with military experience. The book

shows how to write, produce, distribute, follow up, and evaluate resumes and letters with maximum impact. Identifying what employers really look for on resumes and letters, it shows how to craft dynamite employer-centred communications as well as: Identifying 28 major myths and mistakes; Outlining a 7-step job search process; Revealing 65 key writing, production, distribution, and follow-up principles; Specifying a 6-step military-to-civilian language translation process; Examples of over 60 resumes and 14 letters; Listing nearly 40 top Internet employment sites you should use with examples and sound career planning advice, the book also includes several unique self-evaluation instruments and resume data forms for strengthening job search communication. 201 Killer Cover Letters provides job seekers with an unbeatable competitive edge by arming them with surefire sample letters for every job-hunting situation. A solid, well-written cover letter is crucial to getting a job interview. Written under the auspices of the Job and Career Information Services Committee of the Public Library Association--a group of librarians with many years of collective experience in researching and providing job assistance information--this practical guide provides easy-to-follow instruction in crafting outstanding cover letters for any type of position. Completely updated, it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies.

Building your résumé should be one of the easier parts to the whole job-interview process. But instead it's becoming increasingly stressful as well! What kind of résumé will spark the employer's interest? Which kind most often get passed over? How far back are we supposed to go? How can we best explain those time gaps in between jobs? Are the rules different for online résumés? There are so many vital questions when it comes to building a résumé today, but only one way to be assured you're getting the right answers--by asking a hiring expert. Scott Bennett has hired hundreds of people in a variety of industries, and he knows firsthand the insights that will catch an employer's eye, as well as what dangers to avoid if you want to survive the first cut. In *The Elements of Résumé Style*, Bennett shows readers how to craft clear, compelling, targeted résumés and cover letters that actually work. In this new edition that includes social media and online-application tips, readers will be provided:

- More than 1,400 action words, statements, and position descriptions that help sell your skills and experience
- Hundreds of words, phrases, and vague claims to avoid
- Advice for handling employment gaps, job-hopping, and requests for salary history and requirements
- Sample résumés, response letter, inquiry letter, informational interview request letter, references, and more
- Surprising tips for acing the interview

In today's ultra-competitive environment, competition is intense no matter the field or position. And the often-overlooked

first hurdle to jump over is no doubt the résumé. This candid book's time-tested tools will make sure yours stands out--helping to get you the job you deserve! More than 100 can't-miss cover letters for any point along the career path. Although a resume is important, the cover letter is the first impression. This book is a compilation of great cover letters that helped real people get in the door for job interviews against stiff competition. Included are letters that show how to approach employers when you're moving to a new area, how to write a cover letter when you're changing fields or industries, and how to arouse the employer's interest in dialing your number first from a stack of resumes. Some of the cover letters in this book landed jobs in fields including financial consulting, data entry, insurance, banking, customer service, school systems, restaurants, hospitality industry, retail, police force, social work, nonprofit organizations, sales, municipalities, medicine and healthcare, landscaping, management information systems, teaching, publishing, top management, electronics, accounting and auditing, agriculture, criminal justice, human resources, manufacturing, automotive, telecommunications, dentistry, academic affairs, childcare, sports, rest homes, business operations, journalism, quality control, the arts, bookselling, and many other fields. Designed as a comprehensive guide to cover letter preparation, the 272-page book shows examples of exciting and door-opening cover

letters. The first section of the book shows cover letters used to blow doors open in the accounting, banking, and financial community. From aviation, to computer operations, to management, to sales, to transportation, cover letters tailored to specific fields are illustrated which can be used as "models" or templates tailored to specific fields. But what if a job hunter is changing fields or doesn't need a cover letter targeting a specific field or functional area? The book has a complete section showing examples of all-purpose cover letters, career-change cover letters, cover letters for entrepreneurs, and cover letters for those seeking their first job. And for those seeking advice on how to respond to ads, how to handle questions about salary requirements, how to request consideration for multiple job openings in the organization, and how to write letters for special situations, there's a section entitled *Sixteen Commonly Asked Questions About Cover Letters (and Job Hunting)*. In a job hunt, the cover letter is the first impression, and great cover letters can blow doors open to create employment opportunities. Job hunting just got easier with this great book! Rave reviews for this book! "A comprehensive collection of cover letters for different career fields." - Catholic Library World Testimonials from some who used this book: "The letter I prepared using this book resulted in my receiving a \$15,000 annual raise from my current employer. Thanks!" Larry D. "The employer who interviewed me said that my

cover letter was the best letter he'd ever received. You got me in the door that led to my desired career change." Melissa W. "I got reinstated in my college degree program based on the letter I wrote using the sample in your book." Angela H. "I thought I had burned a bridge with a potential employer until your letter helped me recapture their interest and then gain the job offer I wanted. I am in your debt." Miriam S. Assuming you've written a first-class resume, what will you say in the cover letter accompanying that terrific resume? Will it command the attention of executives who make critical hiring decisions or could it actually diminish your resume? Your cover letter may be more important to getting an interview than your resume! Indeed, many employers report how critical well crafted cover letters are in their selection process. It's often the cover letter that persuades an employer to interview a candidate. Write them right and your cover letters can quickly open the doors to more job interviews and offers. Readers can adopt this "hook, line, and sinker" approach to writing a cover letter. Exercises and worksheets show how to create a cover letter that makes a lasting and favorable impression. In a competitive job market, first impressions are vital. To get an interview you're going to have to stand out and a well-executed cover letter is vital to ensure that you do not fall at the first hurdle. This book takes you through all the essential rules and high impact strategies to ensure your cover letter makes you stand out

from the crowd. It takes a detailed look at the fifteen most common cover letter mistakes to ensure you do not make the errors that the competition will be, and covers every situation from email and fax to speculative letters, career-development letters and advert-response letters. Finally, a companion to the groundbreaking Step-by-Step Resumes workbook. Step-by-Step Cover Letters uses a foolproof system of paragraph starters and an overall framework to help readers easily build outstanding cover letters that will get interviews and job offers. **LEARN THE EXACT THINGS YOU NEED TO DO WHEN YOU ARE NOT GETTING THAT LIFE-CHANGING CALL** Mike was a sales rep at one of the big firms in the Marketing industry. He is an ambitious fellow, so he improved on himself constantly. All in preparation for a career change. Finally, he was ready! And that was when he encountered a problem he never envisaged. It seemed like none of his applications got delivered because he never got a call to attend an interview...not even ONE. He was deeply disturbed. He had all the necessary requirements for every single one of the jobs he'd applied for, so what could be stopping him from getting interviews? Mike went back to the drawing board, but he couldn't find what he was doing wrong. His resume seemed perfect - a few tips here and a few tricks here guaranteed that. He was certain that **NOTHING** could be wrong with his resume. He tightened his belt, adjusted his large black tie and

doubled down with more efforts. Now he even started applying for jobs that were beneath his qualifications Still...nothing. Several weeks went by without a single call from any of the job applications he'd applied for. Not even from the ones he was overqualified for. Frustration began to eat away at him. He started losing faith in the resume he'd crafted with so many "tips" and "tricks". Perhaps something was wrong with it after all. Acknowledging the possibility of a problem, he went in search of a solution... And that was when he found the resources contained in this book. He realized that there were more profound guidelines and strategies for crafting an excellent resume that gets results. And in no time, he knew exactly what he was doing wrong. He followed the guidelines and changed things for the better to create a resume that looks crisp and professional. And the result? In just one week of sending out the new and improved resume, he got three calls to attend interviews. Full disclosure: Mike is no longer in the job market. You can get the same results that Mike got. All you have to do is to learn and implement the practical guidelines that will help you write a resume that actually results in an interview. **MASTER THE ART OF RESUME AND COVER LETTER WRITING** gives you exactly that with zero fluff information. Whether you are a new college grad or a seasoned professional, you get exactly what you need to write the perfect resume. The book provides you with concise resume and cover letter writing guidelines

grounded in recruiters' insights. Writing an impactful resume can make the difference between landing an average job and an ideal one, MASTER THE ART OF RESUME AND COVER LETTER WRITING will equip you with the knowledge and skills you need to achieve the former. In this book, you get: Clear-cut directions for writing a winning cover letter. How to write a GREAT resume from scratch without resorting to overused templates. Clear and simple guidelines that will guarantee an improved resume. A handy reference to quickly answer questions when writing a resume. Effective strategies for formatting your resume. Guaranteed principles for passing the Applicant Tracking System(ATS). And so much more... Learn the perfect way to STAND OUT and GET NOTICED by those offering the job you want. Scroll up and click BUY NOW to get started on an inordinately rewarding journey. It took weeks to find this job. It took hours to get your resume right. Almost there. You just need a cover letter. The problem? You only get one shot. But before you can write such a letter you must first believe you stand out and you must know how you stand out. This book will first help you ensure you have a stand-out mindset then teach you how to write a letter that best sells you as the perfect candidate for the job. In this book you'll: - Learn how to have a stand-out mindset before you write your letter. - Use the exact step-by-step proven method others are using to create cover letters again and again. - Get various cover letter examples to help you

with your own. - Learn how to access the 80% of jobs never advertised, known as the hidden job market - Get simple tips and strategies, including how to make your letter stand out AND be ATS compliant. - Find out which critical mistakes you must avoid. Shows how to create a resume in a few hours; includes ninety sample resumes; advice and examples of cover letters; a career planning section including tips on identifying skills, documenting experience, and clarifying job objective; and tips on finding a job. Presents a guide to preparing a résumé and conducting a job search, including information on looking beyond classified ads, creating a résumé, writing cover letters, and interviewing for positions. Get noticed and get the interview with the right cover letter A great cover letter is the best way to show prospective employers who you are and what you can offer. So don't blow it! 202 Great Cover Letters delivers a treasure trove of sample cover letters that will get you noticed whether you're applying online or in person. No matter what industry you work in, you'll find an effective, smart cover letter for virtually any position. In addition to attention-grabbing sample letters, 202 Great Cover Letters is packed with vital job search information: Smart guidelines for researching a company's needs Handy networking concepts and ideas Valuable tips on contacting recruiters during and after interviews Proven advice for every situation, including cold contact and posting on job boards Important keywords top recruiters look for Whether you're just out of

college, just out of work, or just looking for a change of career, 202 Great Cover Letters gives you all the samples, formats, and strategies you need to make that all-important first impression. Write Powerful Letters That Win Over Your Future Employer! Even the best resume can fall flat if it is accompanied by an ineffective cover letter. With this invaluable book, you'll learn how to write cover letters that jump out from the pile and grab the employer's attention. Written by an award-winning columnist at the National Business Employment Weekly, today's leading career resource, it's packed with practical tips and psychological insights that will help set you apart from the competition and win you an interview. Starting with the basic elements of the cover letter, you'll get expert advice on how to customize letters for responding to a want ad, contacting an executive search firm, or reaching out to target companies—with plenty of sample letters from successful job hunters. Special chapters cover the unique problems of first-time job seekers, women returning to the work force, career changers, and seasoned professionals—including information that will show you how to turn apparent liabilities into assets. You'll learn: What three elements must be included in an effective cover letter How to read between the lines of a want ad to discover what they really want When thank-you notes are necessary (always) and how to write one that makes you the top candidate instead of a runner-up How to write a follow-up letter when

you haven't heard from an employer What a "broadcast letter" is and why it can be the best choice How to mount an effective direct mail campaign without "papering the world" Don't let a weak cover letter short-circuit your chances. This valuable guide will show you how to create powerful job-search letters that will put you in the job you want. A Simon & Schuster eBook. Simon & Schuster has a great book for every reader. Get the interview with professional correspondence! Completely

updated for today's competitive job market, The Everything Cover Letter Book, 2nd Edition is what you need to get your foot in the door! With hundreds of resumes lined up for the job you want, it seems impossible to get yours to rise to the top of the pile. You need a superior cover letter to sell yourself when you're not there to do the talking. Make a memorable first impression and get the job you want with this authoritative reference as your guide. This new edition includes: 200 plus cover letters, revised for today's industries. Techniques to highlight

the best qualities on your resume. Tips on industry trends. Savvy advice on how to grab your reader's attention. Detailed guidance on how to polish your letter to perfection. Formatting guidelines to follow for letters, emails, notes, and more. Dos and Don'ts based on specific job applications. With sample letters for every job seeker - from stay-at-home moms to traveling CEOs - The Everything Cover Letter Book, 2nd Edition is the only guide you'll need to land the job of your dreams!