



The Guide to Basic Cover Letter Writing (Paperback)

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

Complete guideline! Its this type of great read through. it absolutely was writtern quite perfectly and helpful. I am very happy to explain how this is basically the best book i actually have read through during my personal life and can be he very best book for at any time.

-- **Joshua Gerhold PhD**

A very awesome book with perfect and lucid reasons. It really is basic but shocks within the 50 percent of the book. Its been designed in an exceptionally easy way and is particularly merely right after i finished reading this ebook where in fact changed me, change the way i think.

-- **Meagan Roob**