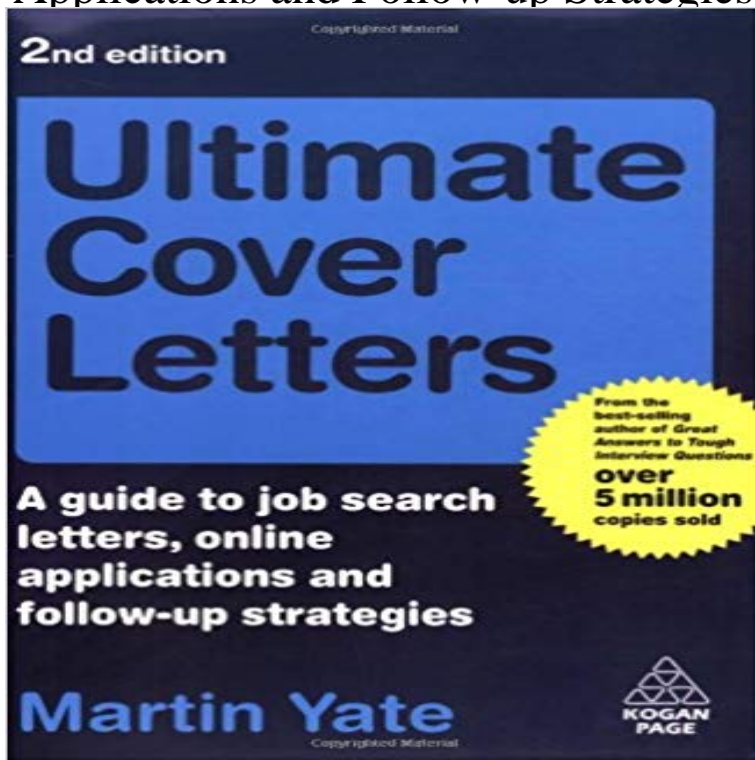


Ultimate Cover Letters: A Guide to Job Search Letters, Online Applications and Follow-up Strategies (Ultimate Series)



In the competitive world of job-hunting everything depends on first impressions, so it is important to know how to write a compelling letter. Ultimate Cover Letters, from bestselling author and careers expert Martin Yate, describes how to do just that, helping you to open doors to job interviews and offers of employment. As well as sound advice on assembling letters and how to use key power phrases to get results, this book provides sample letters to cover a variety of situations. These include e-mail responses to on-line applications, speculative letters, letters to answer advertised vacancies, follow up letters, networking letters and even acceptance and resignation letters. Martin Yate covers all these aspects of this crucial part of the job-hunting process in an engaging and approachable way, making Ultimate Cover Letters an accessible, essential read.

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