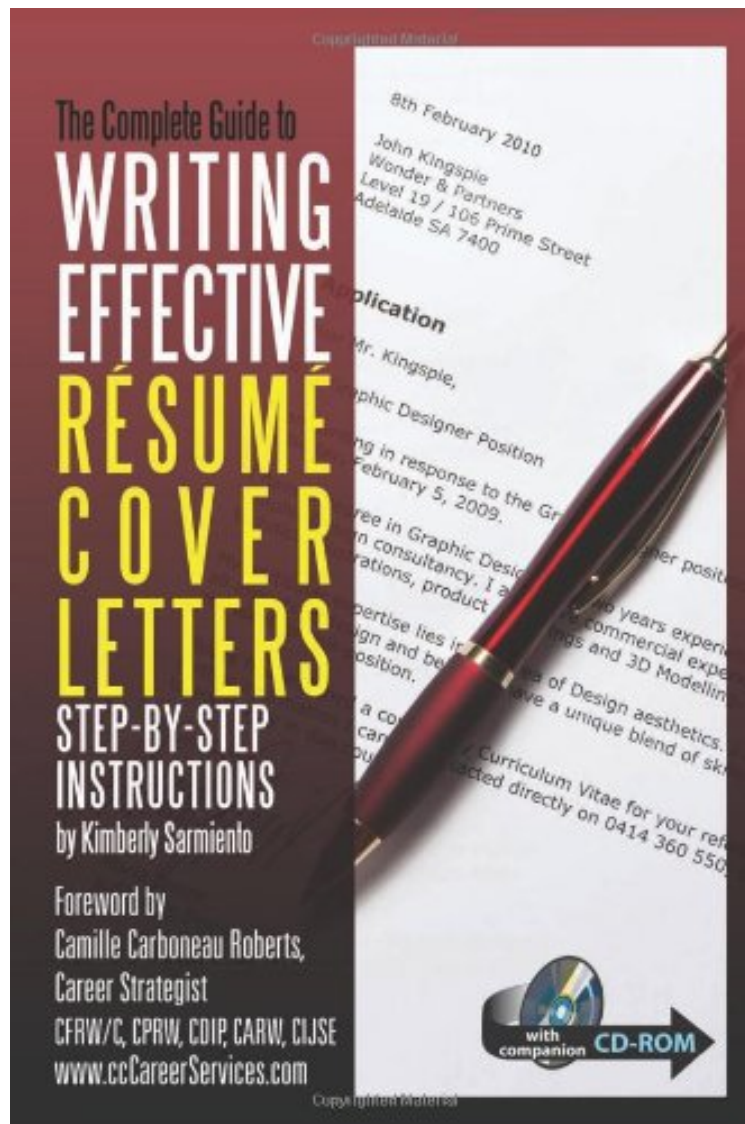


(Ebook pdf) Complete Guide to Writing Effective Resume Cover Letters: Step-by-Step Instructions With Companion CD-ROM

# Complete Guide to Writing Effective Resume Cover Letters: Step-by-Step Instructions With Companion CD-ROM

Kimberly Sarmiento

audiobook / \*ebooks / Download PDF / ePub / DOC



[Download](#)

[Read Online](#)

#1159345 in Books Atlantic 2009-06-18 Ingredients: Example Ingredients Original language: English PDF # 1 .80 x 5.90 x 8.90, 1.05 #File Name: 1601382383288 pages | File size: 30.Mb

**Kimberly Sarmiento : Complete Guide to Writing Effective Resume Cover Letters: Step-by-Step Instructions With Companion CD-ROM** before purchasing it in order to gage whether or not it would be worth my time, and all praised Complete Guide to Writing Effective Resume Cover Letters: Step-by-Step Instructions With Companion CD-ROM:

0 of 0 people found the following review helpful. Highly Recommended for Everyone Looking for a JobBy BrianHighly recommended!1 of 1 people found the following review helpful. HelpfulBy T. WatsonThis book was really helpful. It gives precise examples of cover letters employers may ask for. Also, the book is helpful as it categorizes the letters by job relation.0 of 0 people found the following review helpful. Very helpfulBy KarinaHelped me very much getting introduced to the various parts of a solid cover letter and how to construct them. Can Highly recommend the book!

Your cover letter is what decides if a company looks at your resume, contacts you for an interview, or gets you placed in the rejection pile. Knowing that, it is important to create a well-written, eye-catching letter that sells your achievements and job skills to impress the recruiter. However, many people are unable to effectively translate their thoughts into words when faced with the task. That is where *The Complete Guide to Writing Effective Resume Cover Letters* comes in. With this book you will be able to craft a letter that will undoubtedly land you the interview. In this new book, you will learn how to address your letter, how to grab the reader's attention immediately, how to format your letter, how to choose the font, how to be professional but persuasive, how to choose the type of paper, and how to target your letter. You will also learn about writing the different kinds of letters, including those in response to a classified advertisement, those in response to a blind advertisement, those sent to employment agencies, cold letters, and broadcast letters; writing style guidelines; what to include in your letter; writing for an online audience; cover letter styles; and common mistakes recruiters abhor. Additionally, you will find examples of effective and ineffective letters, proven tips for making your letter stand out, sample phrases to use, and letters for new graduates, for professionals, and for those changing careers. Also included are samples specific to job industries, including administration and clerical; accounting; banking and finance, government; health care and social services; hospitality and food service; human resources; law enforcement and legal; manufacturing; sales, marketing, and customer service; skilled trades; technology; and science and engineering. The companion CD-ROM is packed with samples and worksheets to help you brainstorm and create a successful cover letter. By following the step-by-step instructions outlined in *The Complete Guide to Writing Effective Resume Cover Letters* you will ensure that your letter will impress the recruiter and that you will be contacted for an interview. In the end you will create a tool that will be of enormous importance to you in your job search. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at [sales@atlantic-pub.com](mailto:sales@atlantic-pub.com) Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.