

Yate

Ultimate Cover Letters

The Definitive Guide to Job Search Letters and Follow-up Strategies

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 best selling author and careers expert Martin John 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, the book provides over 100 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. Now including a chapter on how to develop your professional image and integrate it onto your job search letter, **Ultimate Cover Letters** covers all aspects of this crucial part of the job-hunting process in an engaging and approachable way.



Auf Anfrage

Nicht mehr lieferbar

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