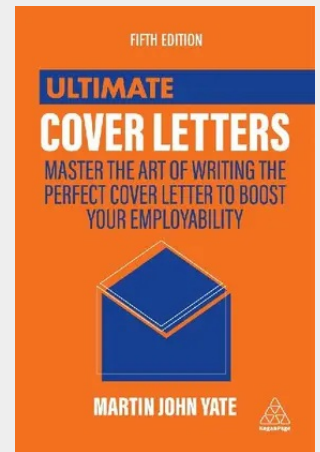


## Ultimate Cover Letters

Master the Art of Writing the Perfect Cover Letter to Boost Your Employability

Does your cover letter have the X factor? How can you make sure that it communicates what employers really want? **Ultimate Cover Letters**, from best-selling author and careers expert **Martin John Yate**, describes how to write the very best cover letters, helping you to open doors to job interviews and offers of employment, and outshine all other candidates. From the very popular Ultimate series, the book offers sound advice on assembling letters and how to use key 'power phrases' to get results, as well as over 100 sample letters to cover a variety of situations. These include e-mail responses to online 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 into your job search letter, **Ultimate Cover Letters** 5th edition covers all aspects of this crucial part of the job-hunting process in an engaging and approachable way, ensuring you put every chance of success by your side. **Ultimate Cover Letters** will help you make the perfect first impression. *About the Ultimate series...* The Ultimate series contains practical advice on essential job search skills to give you the best chance of getting the job you want. Taking you all the way from starting your job search to completing an interview, it includes guidance on CV or résumé and cover letter writing, practice questions for passing aptitude, psychometric and other employment tests, and reliable advice for interviewing.

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