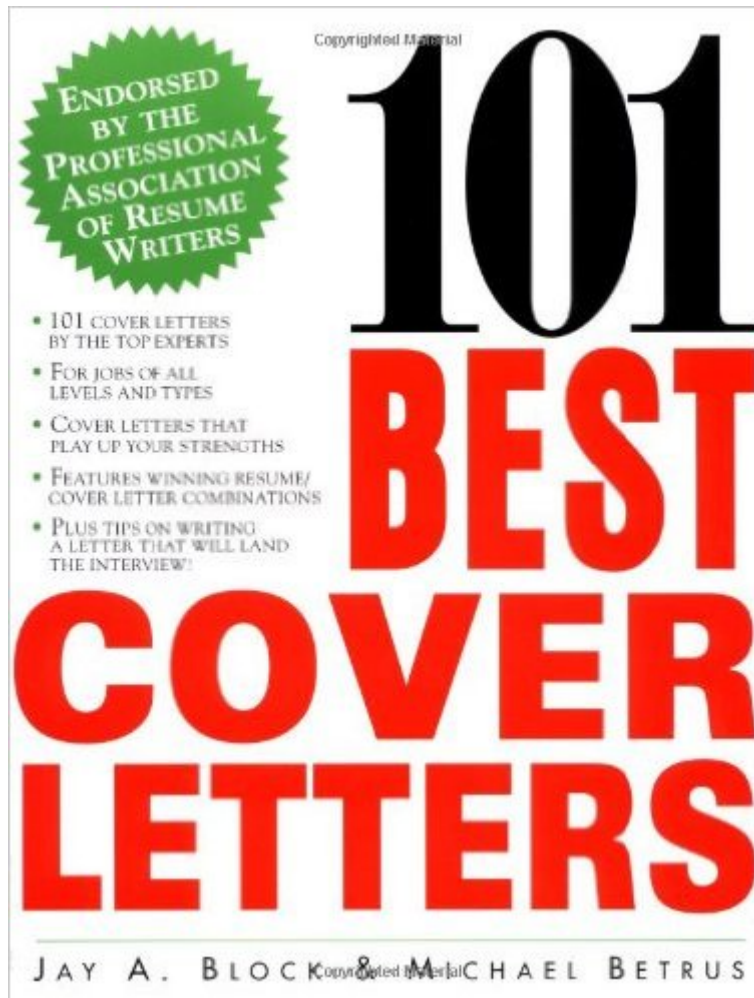


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# 101 Best Cover Letters



## Synopsis

Beat out the competition for the best jobs. Create an image of accomplishment, professionalism, and competence that today's employers are begging for! Job-seekers have paid hundreds of dollars for the expertise in these dynamic guides and regarded every cent as well spent! With these job-landing tools on your desktop, you'll have the same savvy working for you, for far, far less with the same great results. 101 Best Resumes packs tried-and-proven advice you'll use to:

- \*Create a resume that gets you in the door
- \*Target your resume for a specific positions - over 70 different categories are covered
- \*Experiment with traditional and new formats
- \*More! 101 Best Cover Letters shows you how to put together compelling letters to accompany your resume. Learn how to:
- \*Ignite interest with the first two sentences
- \*Turn references into endorsements
- \*Send your cover letter online
- \*Pick up smart interviewing tips...negotiate a higher salary use the Internet in your job search...work with recruiters... and much, much more!

## Book Information

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## Customer Reviews

This book is aimed at the professional or technical person. This will not be helpful for the unskilled or blue collar worker. However, there are tips found in several sections of the book that are interesting and useful for everyone. As an unemployment consultant for those who are primarily not college educated nor professionals, I did not find this to be the best resource.

This book was a great investment! The cover letters give you examples to use in your own letter and show you the strengths found in each cover. I actually took a highlighter to this book and highlighted

my favorite lines and ideas out of certain letters. I then implemented them into my letter. Great for everyone, the professional or the inexperienced. YOU NEED THIS BOOK!

I found this book to be very helpful, most of its kind. There are over 20 chapters of different kinds of letters, and the samples given by the authors/contributors offer a lot of variety. These are very professional and action-oriented letters. I highly recommend it in differentiating oneself in a tough job market.

This book provides more strategic direction and advice on how to write letters than any others I've seen. These samplings don't just fill up the pages - you can really use them. The book includes letters for all different purposes and some great street smart tips throughout.

One of the best books I have found for cover letter content. As you go through the book, you will find many sentences and paragraphs to adapt and use in the crafting of your own letter. For example, here is a cover letter closing paragraph, "Computers should make work easier, not more complicated, and it is my job to see that they do. If you have an opening for a technical professional with a commitment to making problems disappear, I'd like to explore the possibility of employment with your company." Here's another, "I have never been a maintainer. I enjoy taking on a challenge, resolving problems, and being part of the growth of a business..." I find these closes much stronger than the typical "I believe my qualifications" type of close, though there is that in here, too. While neither of the examples fits my situation, it's the idea and the structure that matter. The authors cover a number of other types of letters that are highly useful, including networking cover letters, thank-you letters, follow-up letters, acceptance/rejection letters, referral letters, and hiring proposal letters. That last category is one that may be useful to consultants. Although it is presented as a follow-up to an interview, it is one that could be adapted by consultants into a sales letter. You still have to write your own letters, unfortunately. This book makes the task easier by providing useful examples and ideas that you can incorporate into your writing.

Let's face it--this book is out of date. I thought the 2011 copyright date would mean I was purchasing some fresh content, examples and ideas. I was wrong: this book's most current examples were written before 9/11/01! The book is laughably heavy on advice for faxing resumes and cover letters, while barely touching on email edict. Time for a complete re-write.

The cover letters are in a digital format that cannot be enlarged. Unless you have amazing vision, you will not be able to read them without magnification. I read some of the examples that were part of the text and found them to be a bit wordy. As someone who has been in a position to vet applications, they would have annoyed more than impressed me.

101 Best Cover Letters is a good buy if you are struggling with putting together just the right words for a great cover letter. Gives some "common sense" tips, but also a variety of styles (i.e. responding to classified ad, how to incorporate a reference, specific careers) for your letter. Obviously you still have to make your cover letter your own, but this book definitely helps get the wheels turning.

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