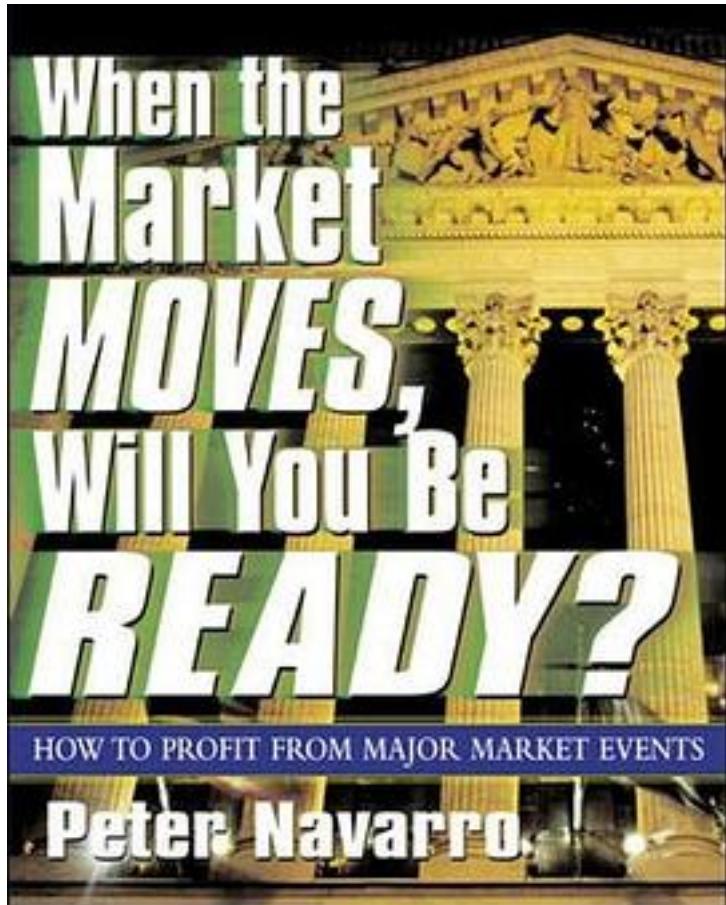


201 KILLER COVER LETTERS



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Book Description

201 Killer Cover Letters provides job seekers with an unbeatable competitive edge by arming them with surefire sample letters for every job-hunting situation. This edition of the bestselling guide includes the latest job-search techniques, tips for transferring job skills across industries, and ways to use the cover letter to anticipate and overcome "objectionable items or gaps in employment." Building on the success of the computer disk edition, the CD-ROM edition contains ready-to-download templates of all 201 letters, for CD-ROM-compatible computers, making it easier than ever for readers to tailor cover letters to specific situations.

From the Back Cover

The fastest, easiest way to wow employers and land interviews

Want to writer powerful job-search letters that knock their socks off every time --and spare yourself a lot of agony in the process? 201 Killer Cover Letters: CD-ROM Edition gives you instant access to hundreds of surefire cover letters that you can customize in a jiffy to fit any job-hunting situation.

Whether you're networking, applying for a job, requesting a reference, or writing a thank-you letter, these proven approaches enable you to respond immediately to every opportunity with an attention-grabbing letter that's perfect for any job, any company, any situation. This indispensable job-search resource is packed with:

- * 201 sample letters for every possible job-hunting situation
- * Customized letters for more than 120 job-types, from accountant to x-ray technician
- * Ready-to-download templates of all 201 letters on the CD-ROM
- * Tips on customizing and targeting your letters for maximum impact
- * Practical suggestions for positioning yourself ahead of the pack
- * Techniques for using your cover letter to overcome "objectionable" resume items or employment gaps

Fully updated to include dozens of new job types, the latest online job-search techniques, and tips for transferring skills across industries, this powerful new edition gives you the unbeatable edge you need in a fiercely competitive job market.

Book Dimension

length: (cm)23.1 width:(cm)18.2

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