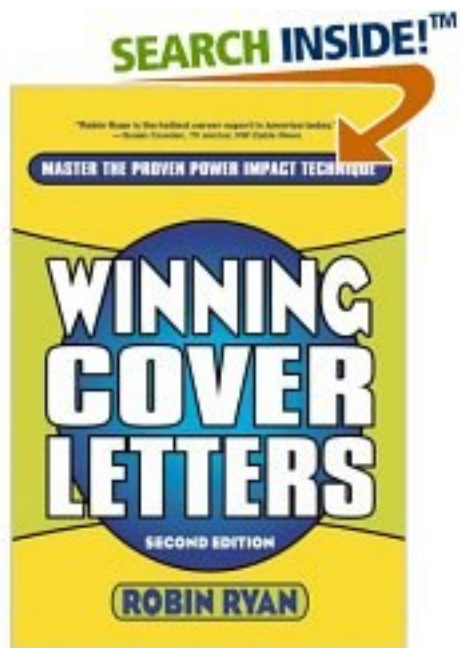


# Winning Cover Letters



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This is a new and improved edition of the ultimate cover letter guide. A career coach and syndicated columnist shows how to use her Power Impact Technique to draft an effective cover letter. This technique shows how to analyze the job, determine the most important skills the employer is seeking, and immediately assess the best way the candidate can address those needs. This new edition is updated to offer even better career advice from one of the foremost authorities on job search and hiring practices. The book includes tips from hiring managers and human resources personnel, a wealth of samples, timesaving charts for keeping track of every letter you send out, and special sections with advice tailored for those in creative arts, executives, new graduates, volunteers, and career changers.

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