



## The Cover Letter Book: How to Write a Winning Cover Letter That Really Gets Noticed (3rd Revised edition)

By James Innes

Pearson Education Limited. Paperback. Book Condition: new. BRAND NEW, The Cover Letter Book: How to Write a Winning Cover Letter That Really Gets Noticed (3rd Revised edition), James Innes, In a competitive job market, first impressions are vital. To get an interview you're going to have to stand out and a well-executed cover letter is vital to ensure that you do not fall at the first hurdle. This book takes you through all the essential rules and high impact strategies to ensure your cover letter makes you stand out from the crowd. It takes a detailed look at the fifteen most common cover letter mistakes to ensure you do not make the errors that the competition will be, and covers every situation from email and fax to speculative letters, career-development letters and advert-response letters.



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