



## Ultimate Cover Letters, Second Edition: A guide to job search letters, online applications and follow-up strategies

By Martin Yate

Kogan Page Limited/Viva Books, 2009. Softcover. Book Condition: New. 2nd edition. Ultimate Cover Letters offers advice on e-mail responses to online applications, speculative letters, letters to answer advertised vacancies and networking, follow up, acceptance and resignation letters. In the competitive world of job-hunting everything depends on first impressions, so it is important to know how to write a compelling letter. Ultimate Cover Letters, from bestselling author and careers expert Martin Yate, describes how to do just that, helping you to open doors to job interviews and offers of employment. As well as sound advice on assembling letters and how to use key ?power phrases? to get results, the book provides sample letters to cover a variety of situations. These include e-mail responses to on-line applications, speculative letters, letters to answer advertised vacancies, follow up letters, networking letters and even acceptance and resignation letters. Martin Yate covers all these aspects of this crucial part of the job-hunting process in an engaging and approachable way, making Ultimate Cover Letters an accessible, essential read. Contents: What is a job search letter ? The four types of job search letters; The executive briefing; The broadcast letter; Recruitment agencies and executive recruiters ? What goes...



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