



Cover Letters For Dummies

By Joyce Lain Kennedy

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Are you in a rut, writing the same boring letter over and over? Have you sent out hundreds of cover letters and have yet to land quality job interviews? Are you tired of being ignored? You're not alone!

In today's tough job market, you have only a few seconds to distinguish yourself from the crowd with a single piece of paper. *Cover Letters For Dummies* is your essential reference for creating a "RedHot" letter that won't get tossed in the trash!

Starting with the basics, this fun and friendly guide helps you structure a solid letter with an opening line that demands attention. Filled with helpful tips, techniques, and advice, this book shows you how to inquire about a specific position, request more information about a company, ask for an interview, and address salary issues. With dozens of examples of letter writing do's and don'ts at your fingertips, you're ready to tackle the daunting job hunting process with confidence!

Inside, discover how to:

- Create a specific letter to answer ads, approach recruiters, request information, and more
- Determine your employability, transferable skills, and technical skills by using the "JobSeekers Skills Finder"
- Ace the "Cover Letter Anatomy Quiz" so you know where each part of the letter belongs
- Use good grammar, power phrases, and buzzwords effectively in your letter
- Address difficult issues like negative references and salary requirements
- Utilize electronic and computer resources to research salary issues and company profiles
- Wrap up your letter with style and secure the interview!

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Cover Letters For Dummies By Joyce Lain Kennedy Bibliography

- Sales Rank: #8374794 in Books
- Published on: 1996-05-16
- Original language: English
- Number of items: 1
- Dimensions: 9.22" h x .75" w x 7.50" l,
- Binding: Paperback
- 264 pages

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Editorial Review

Review

Glittering advice plus great classic and cyberspace cover letters—the best of the cover letter books. -- *Rick Miller, CEO, CareerCast, Inc.*

Her distinguished career...has placed her leaps and bounds ahead of the rest. -- *Bob Calvert, Jr., Career Opportunities News*

If all new college graduates had a Joyce Lain Kennedy to guide them...there would...be fewer unfocused, frazzled, jobless people. -- *Dr. Drema K. Howard, Director, Career Resource Center, University of Southern Florida*

If all new college graduates had a Joyce Lain Kennedy to guide them...there would certainly be fewer unfocused, frazzled, jobless people. -- *Dr. Drema K. Howard, Director, Career Resource Center, University of Southern Florida*

Joyce Lain Kennedy is at the top of her field. -- *Richard L. Knowdell, CEO of Career Planning and Adult Development Network*

From the Publisher

Discover how to:

Follow the new rules for e-mail cover letters Craft a letter that says you're a hot hire Showcase your best skills Grab attention with a great opening line Use action words that get results

From the Back Cover

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"Joyce's extraordinary awareness of every nook and cranny of career success has gained her the credibility of being a career guide guru." —Dr. Kenneth B. Hoyt, Professor, Kansas State University

- The fun and Easy Way to Create "RedHot" Cover Letters with Impact — New!
- Your First Aid Kit for Drafting a Letter to Get Your Foot in the Door
- Cover Letter Dos and Don'ts — Explained in Plain English

Filled with Expert Tips for Developing "RedHot" Cover Letters!

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