1. Record Nr. UNINA9910821978503321 Killer cover letters and resumes! : the WetFeet insider guide / / WetFeet Titolo (Firm) Pubbl/distr/stampa San Francisco, California:,: WetFeet,, 2003 ©2003 **ISBN** 1-58207-376-7 Edizione [2004 edition.] Descrizione fisica 1 online resource (116 p.) Collana Insider Guide Disciplina 650.142 Soggetti Resumes (Employment) Cover letters Business consultants - Vocational guidance Job hunting Lingua di pubblicazione Inglese Formato Materiale a stampa Livello bibliografico Monografia Note generali Description based upon print version of record. Nota di bibliografia Includes bibliographical references. Nota di contenuto Table of Contents; Putting Your Best Foot Forward; Overview; The Bottom Line; On Your Mark, Get Set, Prep!; Doing Your Due Diligence; Three Steps for Effective Research; Where to Look; Why Research?; "Bottom Line" Skills; Determining What You Have to Offer; Analyzing Your Transferable Skills; Exercises; Time to Get Cookin'; Customizing Cover Letters: General Formatting Guidelines: Sample Cover Letters: Resumes and the Recipe for Success; Focus on Form and Function; General Formatting Guidelines; The Guts of Your Resume; Resume Design and Organization: Special Cases Basic Resume Don'ts and DosMail Merge Morons and Other Big Offenders; Sample Resumes; What Happens Next?; Contacting the Employer; Before You Hit "Send"; Following Up; Thank- You Letters; In Closing: For Your Reference: Recommended Resources: Books: Surveys: **Author Bio**