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Sommario/riassunto	This fully revised new edition of Readymade Job Search Letters gives advice on style, presentation, the best words to use, common mistakes to avoid and writing effective email job applications. It will help you to make a favourable impression, inform, persuade and build a good relationship with the people you write to, in order to get that interview. It also provides a wide selection of letters for different situations that can be adapted for individual use, such as: speculative enquiries to a company, requests for an introduction, replies to an advertized vacancy, applications for promotion a