Record Nr. UNISA996339140003316 Autore Beatty Richard H. <1939-> Titolo The perfect cover letter [[electronic resource] /] / Richard H. Beatty Hoboken, NJ,: J. Wiley, c2004 Pubbl/distr/stampa **ISBN** 1-280-34544-6 9786610345441 0-471-48141-6 Edizione [3rd ed.] Descrizione fisica 1 online resource (225 p.) Disciplina 650.14/2 650.142 Soggetti Resumes (Employment) Cover letters Lingua di pubblicazione Inglese **Formato** Materiale a stampa Livello bibliografico Monografia Note generali Includes index. THE PERFECT COVER LETTER THIRD EDITION; PREFACE; CONTENTS; 1. Nota di contenuto An Introduction to Cover Letters; 2. Cover Letter Format; 3. Characteristics of Good Cover Letters; 4. Characteristics of Poor Cover Letters; 5. Advance Preparation; 6. Cover Letter Inclusions/Exclusions; 7. General Broadcast Cover Letters; 8. Executive Search Cover Letters; 9. Advertising Response Cover Letters: 10. Networking Cover Letters: 11. The Resume Letter; 12. Employment Thank You Letters; Index Sommario/riassunto Write the perfect cover letter every time! With fewer job opportunities and more applicants, just being qualified isn't enough to get the job you want. So how can you separate yourself from the pack? With the perfect cover letter, of course! With so much riding on it, a cover letter that attracts-and holds-the attention of your prospective employer is essential. This practical how-to manual shows you step by step how to create highly effective letters designed to get the interview you want. The Perfect Cover Letter, Third Edition is an indispensable guide that covers all the vita