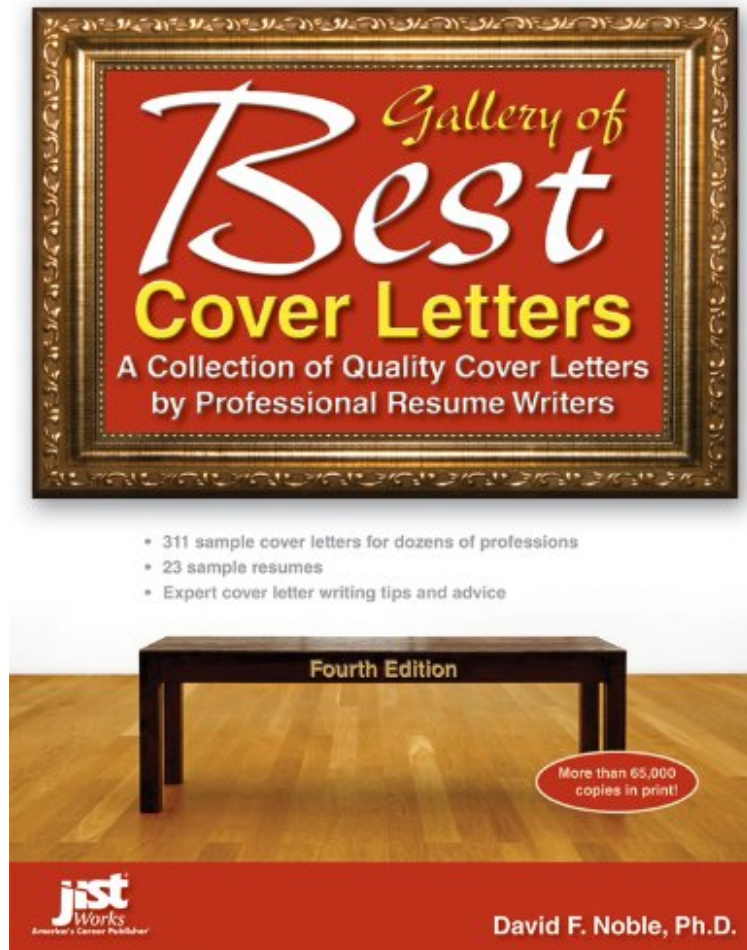


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Gallery of Best Cover Letters, 4th Ed

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David F Noble : Gallery of Best Cover Letters, 4th Ed before purchasing it in order to gage whether or not it would be worth my time, and all praised Gallery of Best Cover Letters, 4th Ed:

16 of 16 people found the following review helpful. Gallery of Best Cover LettersBy Oberst Kurt SteinerThe book is much more than a gallery of cover letters, although it is that as well. The first quarter of the book takes you through building your own cover letter from scratch and assists you in tailoring it to specific ads/conditions (i.e. pre-interview/no interview etc). This alone was quite useful. The remainder of the book is a huge omnibus of every imaginable type of cover letter, broken down by industry and also format. There are at least 8 to 10 cover letters per industry/type of job and each is written in a different format and by persons of differing circumstances. It will definitely get your creative juices flowing and assist you in crafting a perfect cover letter for the job you want. I almost forgot, there is a section containing eye catching resumes as well.I have written three to four cover letters using the tips from the book, and also some of the examples for inspiration (I'll let you know how it goes :). This is definitely

top notch and does precisely as advertised. In conjunction with the books "Killer Cover Letters Resumes" and "15-minute cover letter", you will have all you need to create amazing cover letters. 3 of 3 people found the following review helpful. Gallery of Best Cover Letters, 4th Edition By Karen Jescavage-Bernard Incredibly helpful, because not only does it help you identify an appropriate and updated style and attractive format for the job you want, but because the sample letters are arranged by profession. It will also be helpful for anyone trying to change jobs, for anyone coming out of school without a lot of prior experience, and for anyone with a work history too long to fit on a single page. Especially worthwhile since it ditches the tired format we're used to - and an especially valuable reminder to keep up with new ideas, new styles, and new - and eye-catching - ways to present content to a potential employer. While an email resume isn't useful to me, the samples here will be useful to anyone who needs to convert the traditional letter format to the internet. Finally, I can't praise the vendor highly enough. When the book failed to arrive, they resent a copy via Priority Mail! 0 of 0 people found the following review helpful. Five Stars By Cynthia Anchondo Great infirmation

Writing a cover letter is more than a necessary step in the job search process. It is a chance to make a stellar first impression on hiring managers and stand out from dozens of other candidates vying for the same job. With this book, readers will discover how to craft a superior cover letter that ensures they will get noticed and gain momentum in their search for employment. Gallery of Best Cover Letters, is packed with more than 300 sample cover letters and 20+ corresponding resumes written by experienced, professional resume writers. Examples span numerous fields, from education and healthcare to law enforcement and sales. Includes expert tips for writing and designing cover letters for maximum impact. A rich idea book full of adaptable examples and suggestions!

About the Author Hundreds of thousands of people know David F. Noble, Ph.D., as the author of the resume book that helped them find jobs. His many books on resumes include Gallery of Best Resumes and Gallery of Best Resumes for People Without a Four-Year Degree. He taught English, writing, American Literature, business communications, technical writing, and professional editing at several universities for more than 20 years. Dr. Noble recently retired from teaching English at the University of Indianapolis.