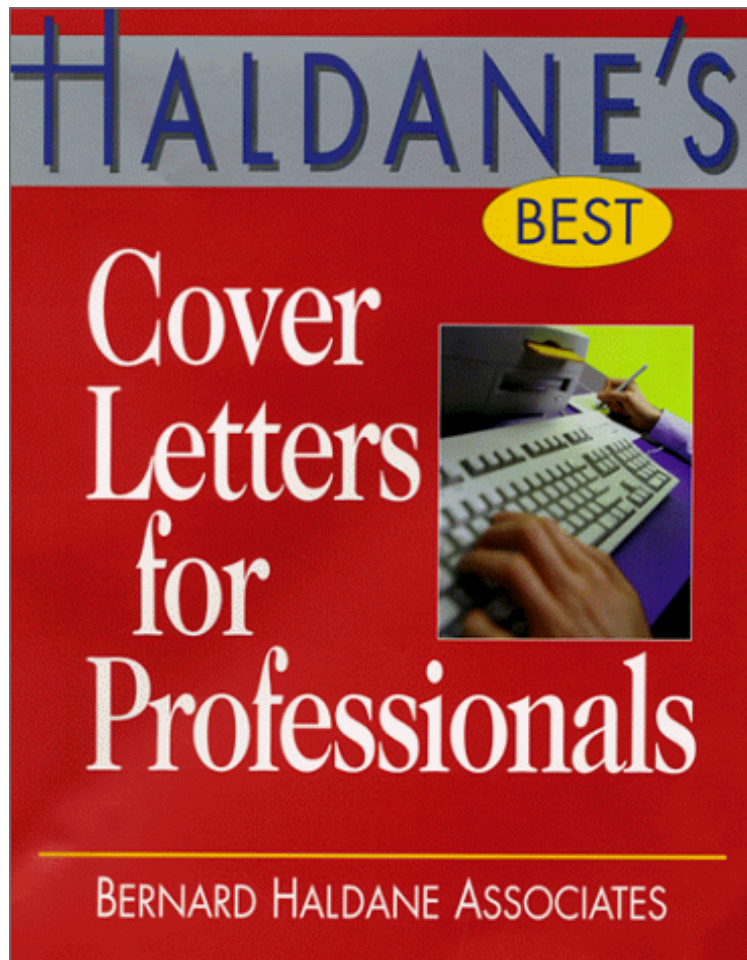


(Free) Haldane's Best Cover Letters For Professionals

Haldane's Best Cover Letters For Professionals

Bernard Haldane Associates

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Bernard Haldane Associates : Haldane's Best Cover Letters For Professionals before purchasing it in order to gage whether or not it would be worth my time, and all praised Haldane's Best Cover Letters For Professionals:

Demonstrates how to use letters to develop contracts and uncover job leads, as well as how to entice the employer to give a resume more than the 20-second perusal, while strengthening the central message of the resume. Presents examples of the best letters used by clients for each of the nine types of job search letters every job seeker should write and shows how to develop each section.

From the Back CoverWhile your resume will play a key role in your job search, don't neglect your cover letter and other types of job search letters. Such letters may be just as critical, if not more important, to your job search success.

Indeed, one of the best kept secrets of effective job seekers is their letters. They write excellent resumes, but they also write, mail, fax, and e-mail lots of different types of targeted letters that perform several important functions: acquire information, advice, and referrals; introduce themselves to strangers; communicate their thoughtfulness; accompany a resume; follow-up important conversations, meetings, and decisions; and maintain and expand their network of contacts. Overall, such letters communicate important qualities that are difficult to incorporate in a standard resume—personality, ability to communicate, likability, integrity, organization, and professional style. A carefully crafted letter, with or without an accompanying resume, can determine whether or not an employer likes you enough to invite you to a job interview and offer you a job. Here's the book that brings together more than 50 years of experience honed in working with over 600,000 clients who have written powerful Haldane letters that lead to job interviews and offers. Based on the pioneering career management work of Bernard Haldane Associates, the book reveals how to write letters that get results. Focusing on each job search step, the book incorporates key Haldane principles for writing a variety of job search letters: cover letters, thank-you letters, "t" letters and focus pieces, follow-up letters, direct approach letters, acceptance letters, referral approach letters, resignation and withdrawal letters. Whatever you do, don't venture into today's job market without Haldane's Best Cover Letters for Professionals. As thousands of others have discovered, the principles and examples outlined in this book can make a major difference in landing a job that's right for you. They can change your life!

About the Author Bernard Haldane Associates consists of a network of more than 80 career management offices in the United States, Canada, and the United Kingdom. They work with thousands of clients each day in conducting effective job searches based upon the many principles outlined in this book. For over 50 years, they have provided career assistance to more than 600,000 clients.