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Readymade Job Search Letters: Winning Letters and Emails to Help You Get Your Dream Job

Lynn Williams

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A well-written letter can help you to secure a job interview. It directs attention to your good points and away from your weaker ones, helping you to create the right impression and get your point across clearly and concisely. Whether you have considerable experience, are looking for a first job, or returning from a career break, you need to be able to write a professional, business-like letter. Your letter is the first thing that the employer sees, so the impression that they get at this stage will stay with them. 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 advertised vacancy, applications for promotion, cover letters for CVs. Punchy and informative and with supporting online downloadable sample letters, "Readymade Job Search Letters" is essential kit for any serious job-hunter.

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