



# Ultimate Cover Letters: The Definitive Guide to Job Search Letters and Follow-Up Strategies (Ultimate Series)

By Martin John Yate

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In the competitive world of job-hunting everything rests in the balance of first impressions, so it is of vital importance to know how to write a compelling opening letter when you apply for a position. Ultimate Cover Letters, from best-selling author and careers expert Martin John Yate, describes how to do just that, helping you to open doors to job interviews and offers of employment, and outshine all other candidates. From the very popular Ultimate series, the book offers, as well as sound advice on assembling letters and how to use key 'power phrases' to get results, over 100 sample letters to cover a variety of situations. These include e-mail responses to on-line applications, speculative letters, letters to answer advertised vacancies, follow-up letters, networking letters and even acceptance and resignation letters. Now including a chapter on how to develop your professional image and integrate it into your job search letter, Ultimate Cover Letters covers all aspects of this crucial part of the job-hunting process in an engaging and approachable way, ensuring you put every chance of success by your side.

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