



Successful Cover Letters in a Week: Teach Yourself: Write a Great Covering Letter in Seven Simple Steps

By Patricia Scudamore, Hilton Catt

Hodder & Stoughton General Division. Paperback. Book Condition: new. BRAND NEW, Successful Cover Letters in a Week: Teach Yourself: Write a Great Covering Letter in Seven Simple Steps, Patricia Scudamore, Hilton Catt, Sunday: Understand the importance of first impressions and the common mistakes people make Monday: Ensure your application is taken seriously with a cover letter that is concise, complements your CV and is targeted to the job you have applied for Tuesday: Discover how to style and structure your cover letter with advice on forms of address, etiquette, fonts, margins and the importance of 'white space' Wednesday: Design your cover letter to engage your audience and overcome the competition for advertised jobs Thursday: Design a speculative cover letter to approach the invisible job market Friday: Learn how to address cover letters to agencies and recruitment consultants Saturday: Learn from your applications, whether successful or not, and develop your writing style for the future.



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Reviews







It is an awesome publication which i actually have ever read through. it had been writtern really properly and valuable. I found out this book from my i and dad recommended this pdf to discover.

-- Doyle Schmeler

This book is definitely not simple to begin on studying but quite fun to see. I actually have read and that i am sure that i will gonna read through yet again once again in the foreseeable future. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Brennan Koelpin

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