



No-nonsense Cover Letters: The Essential Guide to Creating Attention-grabbing Cover Letters That Get Interviews and Job Offers

By Arnold G. Boldt, Wendy S. Enelow

Career Press, United States, 2007. Paperback. Book Condition: New. 251 x 173 mm. Language: English . Brand New Book. No-Nonsense Cover Letters gives you the powerful, practical tools to write attention-grabbing covering letters that complement your CV and get you more interviews and job offers. In this companion to No-Nonsense Resumes, authors and professional CV writers, Wendy Enelow and Arnold Boldt share their insights from 35+ years of combined experience to help you prepare covering letters that will get you noticed. No-Nonsense Cover Letters begins with a thorough but easy-to-understand explanation of the key elements that are vital to creating attention-grabbing letters. Subsequent chapters offer tips on creating winning letters for opportunities in virtually every profession. Each chapter includes sample letters contributed by leading covering letter/CV writers and career consultants worldwide.



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