

## Cover Letters in a Week: Teach Yourself



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### ***Reviews***

*Thorough information! Its such a excellent read. It is really simplistic but unexpected situations within the fifty percent of your pdf. Once you begin to read the book, it is extremely difficult to leave it before concluding.*  
*(Johnathon Moore)*

## COVER LETTERS IN A WEEK: TEACH YOURSELF



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Teach Yourself, 2016. Soft cover. Condition: New. Cover Letters In A Week is a simple and straightforward guide to getting the result you want from your covering letter, giving you everything you really need to know in just seven short chapters. From making an impact, being 'employer friendly' and getting the design right, to beating the competition, unsolicited job applications and registering with recruitment agencies, you'll discover all of the dos and don'ts to successful cover letter writing. This book introduces you to the main themes and ideas of writing successful cover letters, giving you a basic knowledge and understanding of the key concepts, together with practical and thought-provoking exercises. Whether you choose to read it in a week or in a single sitting, this is your fastest route to success: - 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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