



101 Best Cover Letters (Career (Exclude VGM))

By Jay A. Block, Michael Betrus

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Beat out the competition for the best jobs

Create an image of accomplishment, professionalism, and competence that today's employers are begging for! Job-seekers have paid hundreds of dollars for the expertise in these dynamic guides ? and regarded every cent as well spent! With these job-landing tools on your desktop, you'll have the same savvy working for you, for far, far less ? with the same great results.

101 Best Resumes packs tried-and-proven advice you'll use to:

- *Create a resume that gets you in the door
- *Target your resume for a specific positions - over 70 different categories are covered
- *Experiment with traditional and new formats
- *More!

101 Best Cover Letters shows you how to put together compelling letters to accompany your resume. Learn how to:

- *Ignite interest with the first two sentences
- *Turn references into endorsements
- *Send your cover letter online
- *Pick up smart interviewing tips...negotiate a higher salary use the Internet in your job search...work with recruiters... and much, much more!

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Editorial Review

From the Back Cover

Best cover letter secrets from the experts!

Brought to you by the authors of the best-selling *101 Best Resumes*, this companion book offers first-rate cover letters from the experts! Prepared by experienced writers in the Professional Association of Resume Writers, the organization that certifies career document specialists, *101 Best Cover Letters* gives you the benefit of the expertise that clients have gladly paid hundreds of dollars for. Packed with professional know-how, insight, and power, this high-energy collection of letters sells you to potential employers. Featuring examples of compelling cover letters to accompany every type of resume, *101 Best Cover Letters* makes cover letters easy as P.I.E.

- Put intensity into your letters Emulate these examples and shine above the competition
- Interest Grab employers' attention with dynamic techniques
- Excellence Create an image of accomplishment, professionalism, and competence that fits employers' needs

101 Best Cover Letters gives you a wide variety of cover letters that work.

This book provides outstanding, proven sample cover letters that:

- Get your resume read attentively
- Ignite employers' interest with the first two sentences
- Communicate confidence, integrity, and competence
- Serve as both cover letters and resumes (10 examples)
- Work effectively for e-mail
- Generate invitations to interview
- Position yourself best to meet the needs of today's employers

The perfect companion to the bestselling *101 Best Resumes* and *101 More Best Resumes*, *101 Best Cover Letters* gives you the edge in today's competitive job market. This is the ultimate guide for cutting through the clutter and the competition to land your dream job!

About the Author

Jay Block, Certified Professional Resume Writer, is the contributing co-founder of the Professional Association of Resume Writers (PARW). He helped develop the PARW national certification process and is a widely respected national speaker, author, and career coach.

Michael Betrus is the author of *The Guide to Executive Recruiters*, the most comprehensive directory of its kind.

Jay Block and Michael Betrus are co-authors of the bestseller *101 Best Resumes* and *101 More Best Resumes*.

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