



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

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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Reviews

This book is definitely not straightforward to get started on studying but extremely exciting to read. It is really simplistic but shocks in the 50 percent of the ebook. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- **Ally Reichel**

This publication is amazing. It is definitely basic but shocks in the fifty percent of your publication. You wont feel monotony at anytime of your own time (that's what catalogues are for concerning if you question me).

-- **Prof. Kirk Cruickshank DDS**