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Martin Yate

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A cover letter helps your resume get read with serious intent, and follow-up letters help demonstrate your intelligent enthusiasm for the job and can add just that touch of thoughtful professionalism that lands job offers. Unique in the world of job search books, Knock 'em Dead Job Search Letters & Templates, is the complete latest 11th edition of Knock Em Dead Cover Letters, plus 125 templates for cover letters and job search email / letters all ready-to-use in MS Word.

Job Search Letters & Templates not only tells you how to write cover letters and other job search letters, the book shows you how to use them in your job search to maximum effect. The examples are letter /email templates for just about every job search situation that could benefit from a thoughtful email or letter.

The book includes:

Cover letters and emails for recruiters, headhunters, hiring managers, and for response to blind job postings; plus professional networking and LinkedIn connection request letters; and telephone and face-to-face interview follow-up letters; and of course negotiation, rejection, and reconnection letters; and finally, those glorious acceptance, resignation, and thank you letter templates. That's 125 letter templates ready to use and move your job search forward.

Written communication skills are a key requirement of every professional job. So improving and demonstrating these skills can only help your candidacy and improve your odds of career success.

The advice in Knock 'em Dead Job Search Letters & Templates will give your job hunt powerful ammunition to help you succeed in this job search and throughout your career. There isn't a wiser, more effective source for job hunting tools and advice than the world-renowned Martin Yate and the Knock 'em Dead career success books.

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