



## Ultimate Cover Letters: A Guide to Job Search Letters, Online Applications and Follow-up Strategies (Ultimate Series)

*By Martin John Yate*

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### Ultimate Cover Letters: A Guide to Job Search Letters, Online Applications and Follow-up Strategies (Ultimate Series) By Martin John Yate

In the competitive world of job-hunting everything depends on first impressions, so it is important to know how to write a compelling letter. "Ultimate Cover Letters", from bestselling author and careers expert Martin Yate, describes how to do just that, helping you to open doors to job interviews and offers of employment. As well as sound advice on assembling letters and how to use key 'power phrases' to get results, this book provides sample letters to cover a variety of situations. These include e-mail responses to on-line applications, speculative letters, letters to answer advertised vacancies, follow up letters, networking letters and even acceptance and resignation letters. Martin Yate covers all these aspects of this crucial part of the job-hunting process in an engaging and approachable way, making "Ultimate Cover Letters" an accessible, essential read.

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In the competitive world of job-hunting everything depends on first impressions, so it is important to know how to write a compelling letter. "Ultimate Cover Letters", from bestselling author and careers expert Martin Yate, describes how to do just that, helping you to open doors to job interviews and offers of employment. As well as sound advice on assembling letters and how to use key 'power phrases' to get results, this book provides sample letters to cover a variety of situations. These include e-mail responses to on-line applications, speculative letters, letters to answer advertised vacancies, follow up letters, networking letters and even acceptance and resignation letters. Martin Yate covers all these aspects of this crucial part of the job-hunting process in an engaging and approachable way, making "Ultimate Cover Letters" an accessible, essential read.

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### **Editorial Review**

#### **About the Author**

Martin Yate is an internationally best selling author. He has held major posts as a director of training and personnel for several international companies. His best-selling book Great Answers to Tough Interview Questions is now in its 7th edition and has sold over 4 million copies. He is also the author of the highly successful Ultimate CV Book (both published by Kogan Page).

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