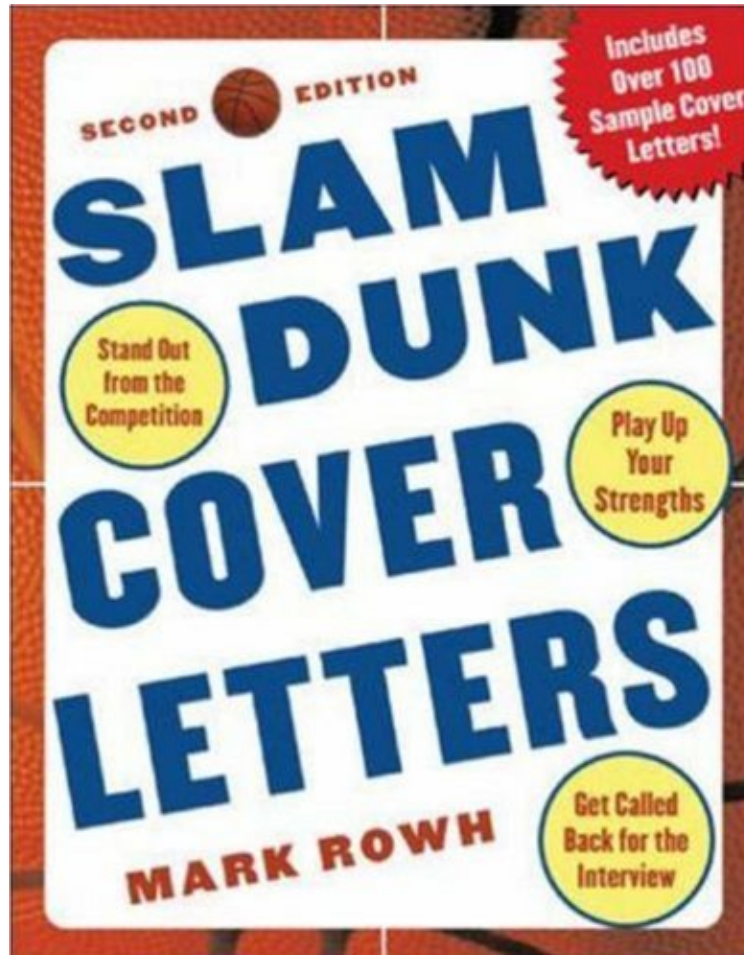


Slam Dunk Cover Letters, 2/e

Mark Rowh

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Mark Rowh : Slam Dunk Cover Letters, 2/e before purchasing it in order to gage whether or not it would be worth my time, and all praised Slam Dunk Cover Letters, 2/e:

More than 100 can't-miss cover letters for any point along the career path This revised and updated edition of Slam Dunk Cover Letters includes more than 100 samples of surefire cover letters for an array of career paths. Written in an upbeat, down-to-earth style, it arms you with priceless information on structure, style, and grammar; letter formats; and best methods of customizing cover letters. Author Mark Rowh calms your fears and makes the process less daunting by providing answers to commonly asked questions about cover letters specifically and job hunting in general, while debunking many common cover letter myths. He also supplies you with: Work sheets that help you gather and organize vital information Valuable self-marketing tips guaranteed to give you an unbeatable, competitive

edge Updated information on using the Internet during the job search process, including advice on how to make letters Internet-friendly

From the Back Cover More than 100 surefire cover letters for every career path and job market You have a solid resume, sterling references, and a gung-ho attitude. But in today's hurry-up, hyper-competitive business climate, anything less than a dynamite cover letter buys your resume a one-way ticket to the "circular file." Don't panic: this book shows you how to craft slam-dunk letters guaranteed to get interviewers to sit up and take notice. Whether you're writing your first cover letter or dusting off an old one, Slam Dunk Cover Letters arms you with everything you need to ensure that your resume gets read. Mark Rowh demystifies the process by answering all your questions about cover letters specifically, and job hunting in general. He debunks common cover letter myths. And, with the help of dozens of annotated examples of winning and losing cover letters he helps you hone your ability to critically assess your own writing. Thoroughly revised and updated for the Internet Age, this second edition of the best selling guide arms you with: 100 samples of sure-fire cover letters covering an array of career paths Worksheets for gathering and organizing vital information Expert guidance on structure, style, and grammar Numerous letter formats Tips on how to customize your letters Valuable self-marketing tips guaranteed to give you an unbeatable edge Up-to-the-minute information on how to make cover letters Internet-friendly, job-hunt sites, Internet etiquette, and more About the Author Mark Rowh is a professional career counselor and the author of numerous popular career books.