

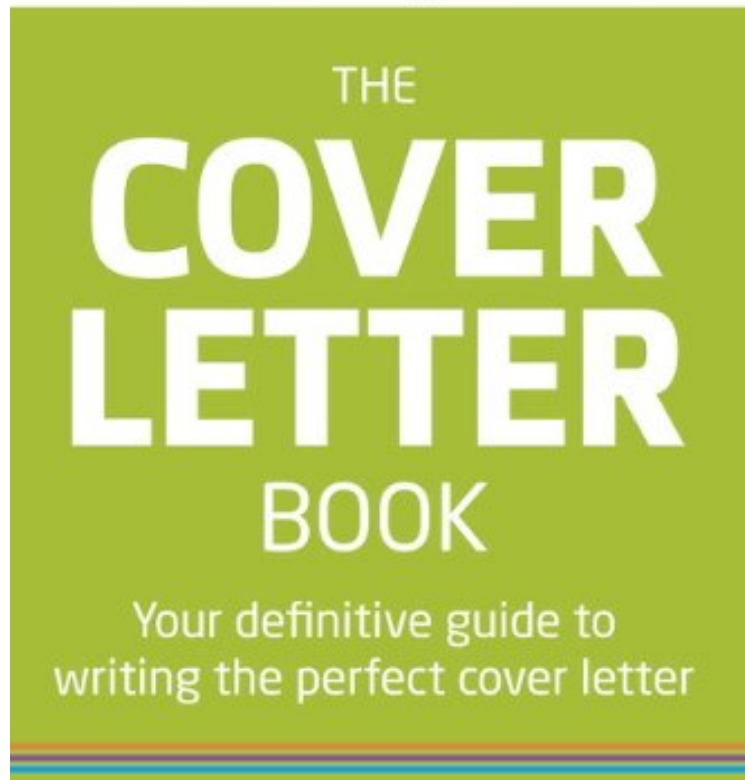
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The Cover Letter Book: Your definitive guide to writing the perfect cover letter (2nd Edition)

James Innes

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James Innes : The Cover Letter Book: Your definitive guide to writing the perfect cover letter (2nd Edition) before purchasing it in order to gage whether or not it would be worth my time, and all praised The Cover Letter Book: Your definitive guide to writing the perfect cover letter (2nd Edition):

2 of 2 people found the following review helpful. The modern, UK cover letter bookBy CactusI wanted to apply to

some jobs I found posted around the internet. Reading through a few of these chapters helped me gain some confidence and get me started. Each chapter contains some tips for a specific type of job search letter you may have to write, followed by a few good examples. The tips include what to do and what NOT to do. What I like about this book better than a lot of others out there is that it addresses issues of today's job seeker. Most cover letter books from even 5-7 years ago fail to mention how to write a cover letter that must be submitted online. It includes specific topics you may have to address in the cover letter, and typical situations you may face after submitting your materials. I agree with the other reviewer in that this book is geared toward British job applicants. I'm in the US and cover letters I've read here are a little different, and not just when it comes to spelling. If you're not planning to work in the UK, you might want to supplement this book with some cover letters you find online.

2 of 2 people found the following review helpful. A Good Reference for Job Hunters By Rachel Anne Calabria Looking for a new job can be a tedious, painful process, and it's good to have a reference like *The Cover Letter Book* at your side to dispel uncertainty and build confidence. For job seekers who have never written a cover letter, this book discusses all the basics and supplies many examples of appropriate formats and styles. A lot of the writing tips in *The Cover Letter Book* can be applied to most professional communication. Some chapters tackle the best way to handle follow-up letters to applications and thank you letters to interviewers. It's useful to know how to write acceptance and rejection letters with equal grace. The book is also helpful with up-to-date information regarding correspondence style and proper email etiquette. While *The Cover Letter Book* is full of good advice, American readers should take note that the book was originally written for a British audience. Even if a few pages are devoted to the difference between American and British English, a careless reader may not notice this section. American job seekers should not slavishly copy the sample letters without making the proper adjustments. (This review first appeared on the San Francisco Book Review website.)

In a competitive job market, first impressions are vital. To get an interview you're going to have to stand out and a well-executed cover letter is vital to ensure that you do not fall at the first hurdle. This book takes you through all the essential rules and high impact strategies to ensure your cover letter makes you stand out from the crowd. It takes a detailed look at the fifteen most common cover letter mistakes to ensure you do not make the errors that the competition will be, and covers every situation from email and fax to speculative letters, career-development letters and advert-response letters.

From the Back Cover Your cover letter is the first thing employers will see - make yours stand out. The competition is tougher than ever. With so many qualified and experienced candidates out there, how do you make sure your cover letter makes an outstanding impression? Based on years of experience writing and reviewing successful cover letters, recruitment expert James Innes guides you through these secrets of writing outstanding cover letters. You'll find out all the insider tips and winning methods to make sure your cover letter never fails to impress. You'll discover: * what employers really want to read * what makes a brilliant cover letter stand out * the 15 most common cover letter mistakes and how to avoid them * how to secure a job interview from your cover letter alone

The Cover Letter Book has full, free online support cover letter templates, tools and reader offers all available through The CV Centre online at www.ineedacv.co.uk/readertools. No matter what your age, background, job or level of experience, *The Cover Letter Book* will help you create an outstanding cover letter. About the Author James Innes is the Founder and Chief Executive of The CV Centre the UK's leading CV consultancy and is now widely considered to be one of the UK's leading careers experts. He regularly participates at recruitment fairs and conferences as a sought-after guest speaker, as well as being interviewed on TV and radio. *The Cover Letter Book* sits alongside James's other careers publishing which include the bestselling *The Interview Book*, *The CV Book* and *The Interview Question and Answer Book* all published by Pearson.