

[Download] The Overnight Job Change Letters

The Overnight Job Change Letters

Donald Asher

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Donald Asher : The Overnight Job Change Letters before purchasing it in order to gage whether or not it would be worth my time, and all praised The Overnight Job Change Letters:

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Book by Asher, Donald

From Library JournalAsher, the author of several employment guides (e.g., *The Overnight Resume*, Ten Speed Pr., 1990. o.p.), offers a career self-help title devoted specifically to letter writing. He starts with hyperbolic claims of the book's superiority, then proceeds to supply practical advice and dozens of examples of letters that readers can modify for their particular use. He appropriately explains that letters accompanied by resumes alone are seldom sufficient and emphasizes the importance of follow-up calls, face-to-face meetings, and other job-search strategies. In addition to cover letters for announced openings, he provides a wide array of broadcast letters, thank you letters, letters of recommendation, letters accepting and declining offers, resignation letters, and more. If your bulging shelves of job-search books can accommodate it, this title is a useful addition.Alan Farber, Northern Illinois Univ., DekalbCopyright 1994 Reed Business Information, Inc.