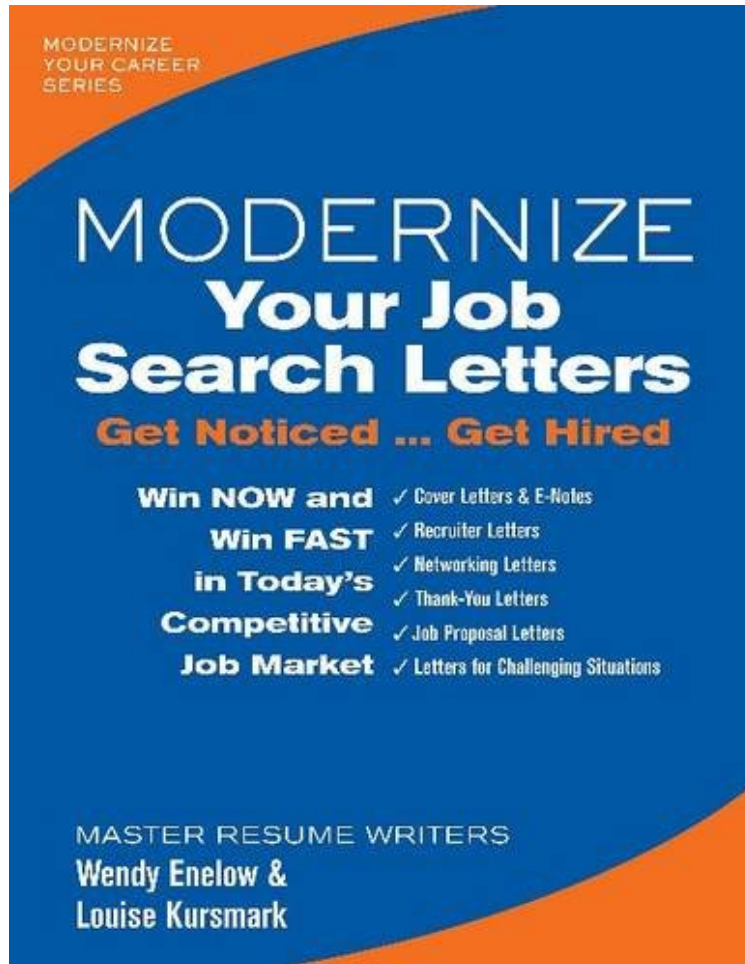


Modernize Your Job Search Letters: Get Noticed Get Hired (Modernize Your Career)

Wendy S Enelow

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before purchasing it in order to gauge whether or not it would be worth my time, and all praised Modernize Your Job Search Letters: Get Noticed Get Hired (Modernize Your Career):

0 of 0 people found the following review helpful. Kindle version has lots of formatting issues By Steve G. While the content of the book is certainly useful, reading the kindle version is frustrating due to its countless formatting issues. For example, LOC 1125 compares different fonts and how they affect space requirement on a resume - but the fonts of the two examples in the Kindle version are exactly the same. Creating an error free resume is important, but I guess it's less important for published works these days... 0 of 1 people found the following review helpful. Job Search Letter Bible By Customer This publication eloquently describes how any job seeker, regardless of their current job search situation can raise above the competition by applying with strategies outlined in this book. With the overwhelming

demand to process gigabits of information by Employers in the form of emails, meetings, and other commitments; we are shown by principles and examples how to make our first impression our best impression through our letter correspondence before and after interviewing. Working with low-income job seekers, the suggestions in this book will assist me in articulating my client's qualifications in a way Employers or Recruiters find difficulty in not considering them for an interview. I also hope gaining these skills will propel me to the ranks as a CPRW. Thank you!

This book addresses how to write the following types of letters that most job seekers will use through their search campaign: Traditional Cover Letters: Letters that job seekers write in response to job advertisements and postings, send directly to hiring managers, or present to human resource professionals. E-Notes: Modern and shorter cover letters used as the content for job seekers email messages, thereby eliminating the need to click to read an attached letter. Recruiter Letters: As either cover letters or e-notes often including information that job seekers would not typically share at the onset with a prospective employer. Thank-You Letters: A must after every interview to ensure that job seekers stay front of mind and give themselves an instantly competitive edge. Networking Letters: Introductory letters to make connections with direct network contacts or referrals; not generally written in response to specific job opportunities. Job Proposal Letters: As the title suggests, these letters are written to propose a specific job opportunity with a specific company to meet a specific organizational need. Letters for Candidates with Unique Job Search Challenges: Letters for job seekers facing specific search challenges, such as transitioning from military service to civilian work, returning to work after raising children, returning to work after incarceration, changing careers, or finding a new job despite a record of hopping from one position to another.