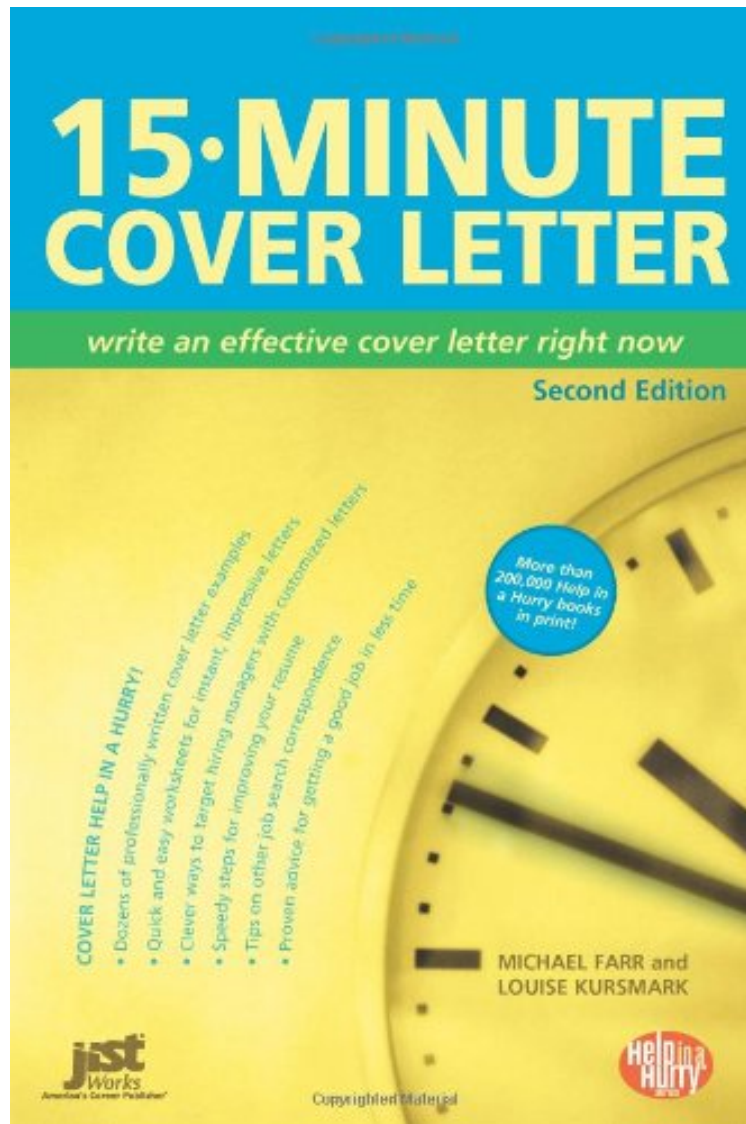


# 15-Minute Cover Letter: Write an Effective Cover Letter Right Now

*Louise Kursmark, Michael Farr, J. Michael Farr*  
ebooks | Download PDF | \*ePub | DOC | audiobook



#1928923 in Books Jist Works 2009-03-01 Original language: English PDF # 1 .39 x 6.50 x 8.98l, .57 #File Name: 1593576617192 pages | File size: 26.Mb

**Louise Kursmark, Michael Farr, J. Michael Farr : 15-Minute Cover Letter: Write an Effective Cover Letter Right Now** before purchasing it in order to gage whether or not it would be worth my time, and all praised 15-Minute Cover Letter: Write an Effective Cover Letter Right Now:

0 of 0 people found the following review helpful. This book has been so helpful and informational about writing ...By TeresaThis book has been so helpful and informational about writing a cover letter. In my job search I had to get a cover letter together. I would suggest this book to others.0 of 0 people found the following review helpful. reference

bookBy Lynda G. ScottGood book to use and share as a reference tool. Pass along to friends and family. Learned about the JIST card in this book. Cover letters and thank you cards/letters are great tools to seal employment.2 of 2 people found the following review helpful. Great toolBy jpgThis book gave me the confidence to reach outside the box and become a competitor in the job market. It cured my writer's block.

This book distills revolutionary and proven cover letter advice into six quick chapters about writing and using cover letters and other job search correspondence. The book offers a collection of dozens of professionally written cover letter samples along with step-by-step advice for creating attention-getting letters of your own. Bonus content offers tip on resume writing and job search success.

"There is a lot of information in this small book, but it never loses focus on writing quick, strong letters." -- Ellen Tevault, librarian, Indiana State Library  
Ellen Tevault, librarian, Indiana State Library  
"We found this book to be very helpful and plan to utilize it in our job readiness program." -- Yolanda Seals, M.A., Program Manager/Professional Counselor, Catholic Charities Archdiocese of New Orleans  
About the Author  
Louise Kursmark is the founder and president of Best Impression Career Services, Inc., a Certified Professional Resume Writer, Certified Job and Career Transition Coach, and Credentialed Career Master. She is a founding member of the Career Management Alliance. Louise is the author of Best Resumes for College Students and New Grads, 30-Minute Resume Makeover, Sales and Marketing Resumes for \$100,000 Careers, and co-author of Cover Letter Magic, Executive's Pocket Guide to ROI Resumes and Job Search, and ten books in the Expert Resumes series.