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Sandra Podesta, Andrea Paxton
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Sandra Podesta, Andrea Paxton : 201 Killer Cover Letters (CD-ROM edition) before purchasing it in order to gage whether or not it would be worth my time, and all praised 201 Killer Cover Letters (CD-ROM edition):

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201 Killer Cover Letters provides job seekers with an unbeatable competitive edge by arming them with surefire sample letters for every job-hunting situation. This edition of the bestselling guide includes the latest job-search techniques, tips for transferring job skills across industries, and ways to use the cover letter to anticipate and overcome "objectionable items or gaps in employment." Building on the success of the computer disk edition, the CD-ROM edition contains ready-to-download templates of all 201 letters, for CD-ROM-compatible computers, making it easier than ever for readers to tailor cover letters to specific situations.

On disk are over 200 cover letters which can be customized to the user's specifications. As with a clip art library, this can be accessed and tailored to individual ends, including cover letters for every occasion from follow-ups and thank-yous to ad responses and job search inquiries. An excellent resource backed by a book format. -- Midwest Book From the Back Cover

The fastest, easiest way to wow employers and land interviews Want to write powerful job-search letters that knock their socks off every time --and spare yourself a lot of agony in the process? 201 Killer Cover Letters: CD-ROM Edition gives you instant access to hundreds of surefire cover letters that you can customize in a jiffy to fit any job-hunting situation. Whether you're networking, applying for a job, requesting a reference, or writing a thank-you letter, these proven approaches enable you to respond immediately to every opportunity with an attention-grabbing letter that's perfect for any job, any company, any situation. This indispensable job-search resource is packed with: 201 sample letters for every possible job-hunting situation Customized letters for more than 120 job-types, from accountant to x-ray technician Ready-to-download templates of all 201 letters on the CD-ROM Tips on customizing and targeting your letters for maximum impact Practical suggestions for positioning yourself ahead of the pack Techniques for using your cover letter to overcome "objectionable" resume items or employment gaps Fully updated to include dozens of new job types, the latest online job-search techniques, and tips for transferring skills across industries, this powerful new edition gives you the unbeatable edge you need in a fiercely competitive job market.

About the Author Sandra Podesta is principal in the DeMartino Marketing Group, where she works with Fortune 500 companies such as Fed-EX and Sony. Andrea Paxton is a recruiter who has worked in every phase of the interview, selection, and hiring process for several major companies.