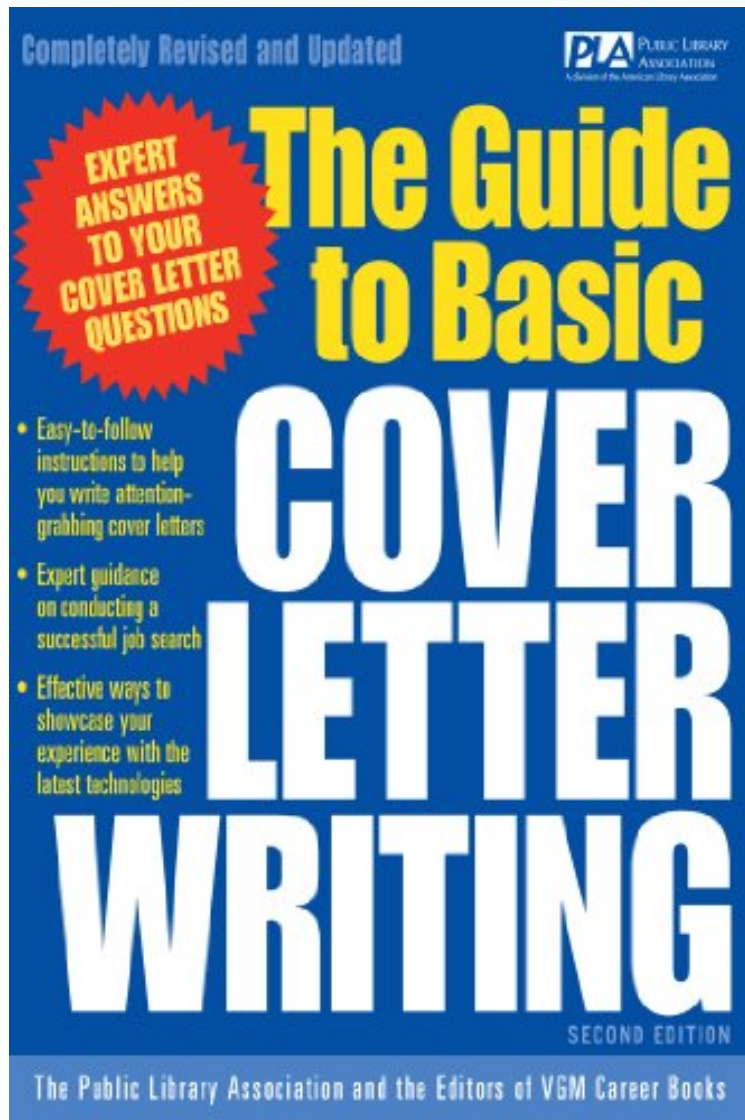


The Guide to Basic Cover Letter Writing

Editors of VGM

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Editors of VGM : The Guide to Basic Cover Letter Writing before purchasing it in order to gage whether or not it would be worth my time, and all praised The Guide to Basic Cover Letter Writing:

1 of 1 people found the following review helpful. Much Better Out ThereBy A CustomerI got this book mainly because the second edition was published in 2004 so I thought it would have the most up-to-date information on cover letter writing. Out of this whole book, only essentially the first 15 pages address how to write a cover letter--and this they do poorly. The main advice they give repeatedly is to include in your cover letter those skills and experience that match what your potential employer is looking for. Good advice, but they don't really tell you how to do this without making your cover letter merely a smaller version of your resume. I was really dissappointed with this book and would

recommend other sources, even if they are perhaps a bit older.

A solid, well-written cover letter is crucial to getting a job interview. Written under the auspices of the Job and Career Information Services Committee of the Public Library Association--a group of librarians with many years of collective experience in researching and providing job assistance information--this practical guide provides easy-to-follow instruction in crafting outstanding cover letters for any type of position. Completely updated, it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies.

From the Author Steven Provenzano is a Certified Professional Resume Writer (CPRW) and career counselor who runs a thriving business helping people in all walks of life find the jobs of their dreams. He is the best-selling author of *Top Secret Resumes* and *Top Secret Resumes Cover Letters* and has more than 20 years in resume writing and corporate human resources. He has appeared on CNBC's "Money Talk," CNN/fn, ABC/NBC News in Chicago, and numerous radio programs. His work and concepts have been featured in *The Chicago Tribune*, *The Wall Street Journal*, *The NBEW*, and *Crain's Small Business*. As president of ECS: Executive Career Services DTP, Inc., he conducts seminars on resume writing and effective career search and development for major corporations. He provides a free resume review. Send direct to: execareers@aol.com. From the Back Cover Job search tip #1 Make your cover letter count!