



## Job Search Letters For Dummies (Paperback)

By Joyce Lain Kennedy

John Wiley Sons Inc, United States, 2013. Paperback. Condition: New. Language: English . Brand New Book. New-style job messages that get you in the door and on your way up From sparkling cover letters to six-word bios, a fresh bevy of job search letters has grown powerfully useful for successful career communications. Job Search Letters For Dummies delivers the quality of New Era know-how you need right now to land good jobs and thrive. Whether you re a long-time professional or a recent college graduate or somewhere in between Job Search Letters For Dummies has you covered. Job Search Letters For Dummies covers the gamut of leading-edge topics, including effective strategies for internal career communications on topics such as raises, promotions, and position changes; rules for communicating professionally with texts and networking on social media platforms such as twitter and LinkedIn; fresh and updated communication phrases to voice accomplishments and make job-fit statements; post-interview etiquette and letters such as thank-you, hire me reinforcement notes, interest revival queries; and much more. \* Get hired with 40 types of job letters \* Create short messages for a smartphone world \* Network on social media sites \* Model best letters more than 200...



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