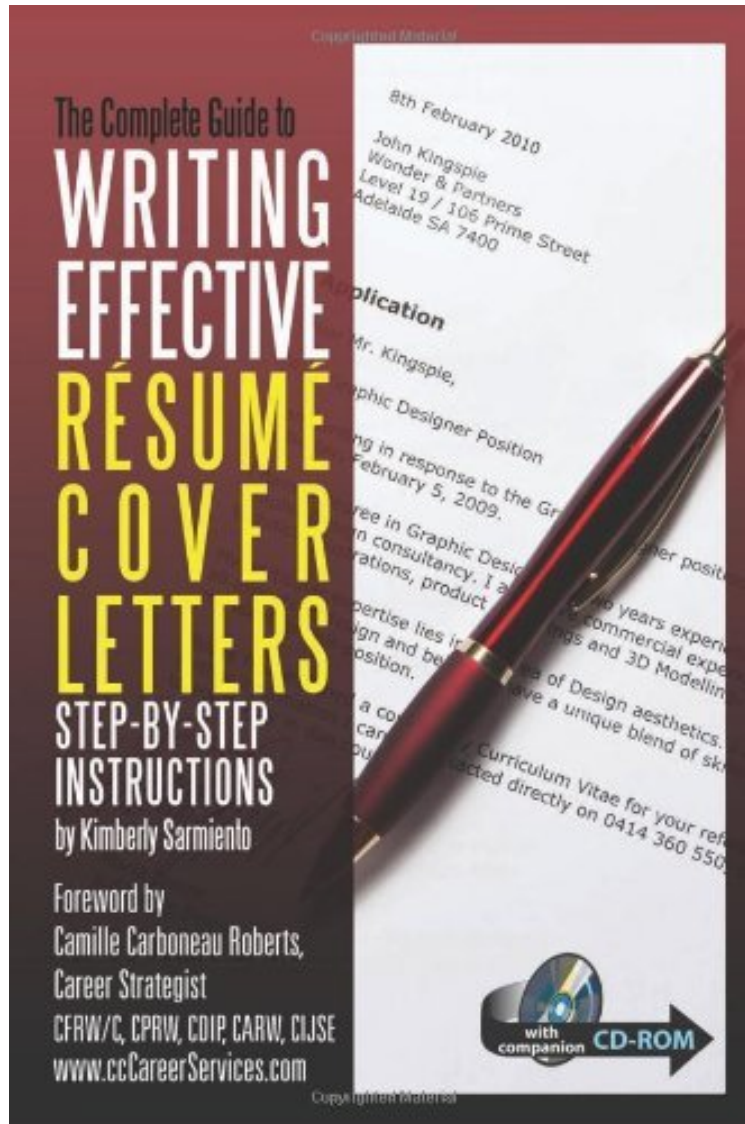


# Complete Guide to Writing Effective Resume Cover Letters: Step-by-Step Instructions

Kimberly Sarmiento

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Your cover letter is what decides if a company looks at your resume, contacts you for an interview, or gets you placed in the rejection pile. Knowing that, it is important to create a well-written, eye-catching letter that sells your achievements and job skills to impress the recruiter. However, many people are unable to effectively translate their thoughts into words when faced with the task. That is where *The Complete Guide to Writing Effective Resume Cover Letters* comes in. With this book you will be able to craft a letter that will undoubtedly land you the interview. In this new book, you will learn how to address your letter, how to grab the reader's attention immediately, how to format your letter, how to choose the font, how to be professional but persuasive, how to choose the type of paper, and how to target your letter. You will also learn about writing the different kinds of letters, including those in response to a classified advertisement, those in response to a blind advertisement, those sent to employment agencies, cold letters, and broadcast letters; writing style guidelines; what to include in your letter; writing for an online audience; cover letter styles; and common mistakes recruiters abhor. Additionally, you will find examples of effective and ineffective letters, proven tips for making your letter stand out, sample phrases to use, and letters for new graduates, for professionals, and for those changing careers. Also included are samples specific to job industries, including administration and clerical; accounting; banking and finance, government; health care and social services; hospitality and food service; human resources; law enforcement and legal; manufacturing; sales, marketing, and customer service; skilled trades; technology; and science and engineering.