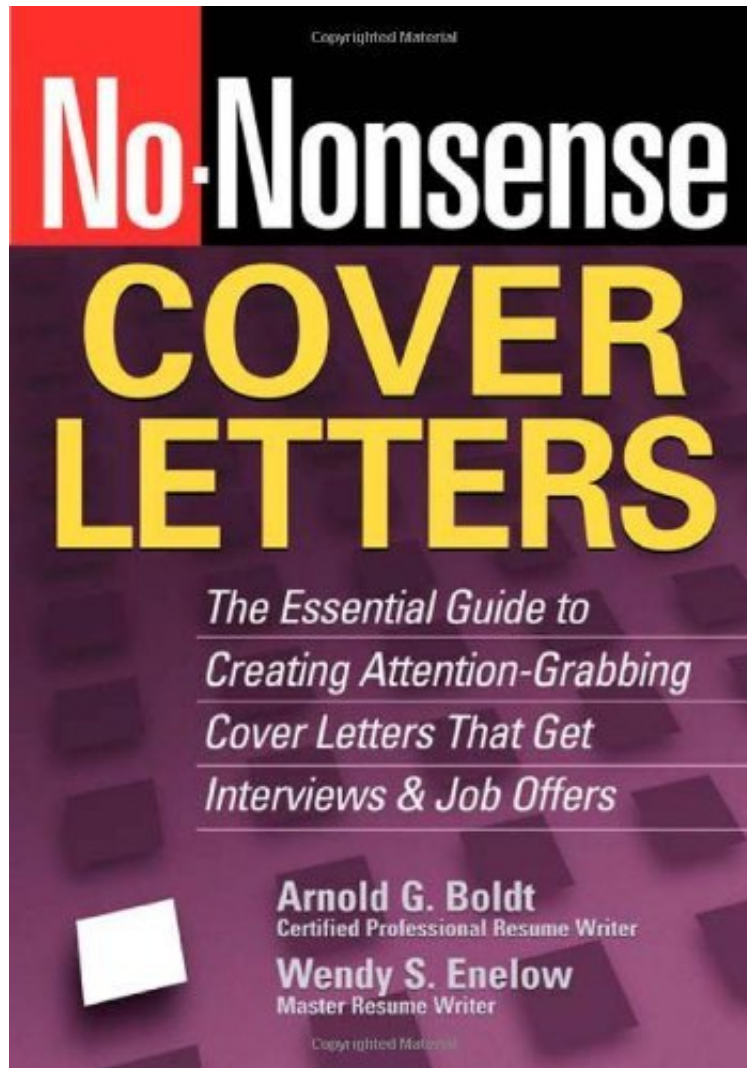


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No-Nonsense Cover Letters: The Essential Guide to Creating Attention-Grabbing Cover Letters That Get Interviews Job Offers (No-Nonsense)

Wendy S. Enlow, Arnold G. Boldt
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In today's competitive job market, if your cover letter doesn't grab the interviewer's attention, he or she may never even glance at your resume. *No-Nonsense Cover Letters* gives you the powerful, practical tools to write "attention-grabbing" cover letters that complement your resume and get you more interviews and job offers. In this companion to *No-Nonsense Resumes* (see p. 12) authors and professional resume writers Wendy Enelow and Arnie Boldt share their insights from 35+ years of combined experience to help you prepare cover letters that will get you noticed. *No-Nonsense Cover Letters* begins with a thorough but easy-to-understand explanation of the key elements that are vital to creating "attention-grabbing" letters, including: Why writing a cover letter is all about selling yourself. How to craft targeted cover letters. When to use bullets or paragraphs. Creating E-Letters for today's E-Search environment. Subsequent chapters offer tips on creating winning letters for opportunities in virtually every profession: Administration Clerical; Accounting, Banking Finance; Government; Health Care Social Services; Hospitality Management Food Service; Human Resources Training; Law Enforcement Legal; Manufacturing Operations; Sales, Marketing Customer Service; Skilled Trades; and Technology, Science Engineering. Each chapter includes sample letters contributed by leading resume writers and career consultants worldwide.

About the Author Wendy Enelow is a well-known and well-respected authority on resume- and cover-letter writing, job search and career management. She is the author of more than 25 career books and has been a certified resume writer and career coach for nearly 15 years. She is the founder and past president of the Career Masters Institute, a professional association that promotes continuing education and professional excellence among resume writers and other career professionals. She lives in Coleman Falls, Virginia. First-time author Arnold Boldt has written resumes and cover letters for candidates at all levels, from production workers to top-level executives. He is a Certified Professional Resume Writer and Job Career Transition Coach, and his work has been featured in more than 30 books. He lives in suburban Rochester, New York, where he is managing partner of Arnold-Smith Associates, a career transition consulting firm.