

This is a quick outline of the cover letter writing guide and the Resume writing guide that we include. To receive the full version of our "Templates Package" and take advantage of our special offer, visit our order form for our free download customers at:
www.landjob.com/orderformx1942_freedownload_special.html.

TIPS ON COVER LETTER WRITING

Remember, as the resume, the job of a cover letter is to land you an interview, not the job. You want arouse interest in the reader and qualify yourself for the position.

Introduction

Never underestimate how your cover letter can be an important marketing tool that highlights your most attractive qualifications. In addition, a clear and concise cover letter will lead the employer to your resume. There is no single magic vacancy cover letter style applicable to all occasions. However, this document will present you with some key rules and tips on appropriate letter format and effective writing style.

Important Sections

This section of our writing guide quickly outlines the functions of the opening paragraph, the middle paragraph(s) and the closing paragraphs. We explain the focus of each

Writing Style

You should always analyze the needs of the person who will be reading your cover letter. This section explores the construction of the cover letter and what makes an effective cover letter. Here we touch on 9 principles:

- Research each employer and personalize each letter.
- Highlighting accomplishments
- The tone and content of your letter
- Action verbs
- Grouping similar ideas
- Backing up general statements
- Avoiding jargon and clichés.
- The presentation of the letter
- Honesty

More Writing Tips

This section includes general writing tips valuable for writing polished letters

Format Guide

We discuss appropriate formatting and styles of the letter.

E-mail Tips

We include tips on emailing resumes and cover letter as well as tips on scanned letters

The following is the contents to our resume writing guide. The complete guide is 20 pages in length.

1. The Resume – Introduction and Important Sections

This section provides general guidelines for each section in the resume.

2. Chronological vs. Functional

This section introduces you to the resume templates provided to you as part of this product. They are the two most widely used and recognized formats. Here you will learn the difference between the two and the pros and cons of both. This information will enable you to make a decision on choosing the appropriate format for your needs.

3. Resume Formatting Tips.

This section describes general resume formatting rules and provides general writing tips and “do’s” and “don’ts”. It also tells you what you should always include in your resume and how to edit unnecessary information.

4. Condensing Your Resume and using Power words

In this section, you will be shown what you should try and demonstrate in your resume, and how to do it. In addition, there is a list of power words that describe desirable traits concisely and can catch the eyes of recruiters. You should use as many power words as possible in you resume and cover letter.

5. Common Myths

This section will dispel some common assumptions made about resumes.

6. Keyword/Scannable Resumes

This section explains what a keyword resume is and why it is an important tool for your job search.

7. Keyword/Scannable Resumes Tips and Hints

In this section, you will learn the secrets to creating the best possible keyword resume

8. Hypertext/HTML Resume Description

This section explains what hypertext resume is and why it is an important tool for your job search.

9. HTML Resume Tips and Hints

In this section, you will learn the secrets to creating the best possible HTML resume

Our writing guides will give you the tools to become a proficient resume and cover letter writer. This information and the skills you learn will assist you as you seek for new employment or a career change. The templates we provide will help you with formatting and choosing a style that will best highlight your skills.

To order the complete "Template Package", visit www.landjob.com/orderformx1942_freedownload_special.html.