



Job Search Letters For Dummies

Joyce Lain Kennedy

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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-yous, "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 pro samples

Whether you're a long-time professional or a recent college graduate — or somewhere in between — *Job Search Letters For Dummies* has you covered.

A note to job seekers from nationally syndicated careers columnist and author of *Job Search Letters For Dummies*, Joyce Lain Kennedy:

Welcome aboard, job seekers! Thanks for checking out this first guide to *communications-supported job search and career growth* in relentlessly changing technological times.

The right messaging — what you say, why you say it, and when you say it — is as important today to your employment goals as it has been at any time since Leonardo da Vinci wrote the first professional resume in 1482.

Consider recent job-finding history:

- In 1986 fax machines and postal mail were the most popular ways to send resumes and cover letters.
- In the 1990s the Internet boom kicked in with new tools to connect jobs and people: e-mail, websites, cell phones, mailing lists, and online bulletin boards.
- In the 21st century the double-time march of recruiting technology skyrocketed, building a techno-swamp populated with endless ideas of how to connect work and people through smartphones, wonder tablets, apps, and social media for virtual networking.

You're competing in a new world of work out there. If your job search is treading water — or even

drowning— there's a better way. Make a splash! Engage hiring authorities through a communications-centered campaign with smart content.

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Wanda Davis:

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Martin Norwood:

In this time globalization it is important to someone to find information. The information will make someone to understand the condition of the world. The condition of the world makes the information easier to share. You can find a lot of referrals to get information example: internet, newspapers, book, and soon. You can see that now, a lot of publisher that print many kinds of book. The book that recommended to you is Job Search Letters For Dummies this book consist a lot of the information in the condition of this world now. This book was represented how can the world has grown up. The words styles that writer use to explain it is easy to understand. The actual writer made some investigation when he makes this book. That's why this book ideal all of you.

John Fouts:

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