



## Sure-Hire Cover Letters

*Robbie Miller Kaplan*

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## **Sure-Hire Cover Letters** Robbie Miller Kaplan

This practical guide covers everything job-seekers need to write four types of covering letters: unsolicited, advertisement, referral and resume. It shows how to: create a polished, professional letter that will make a recruiter want to read on; highlight their qualifications, credentials and contributions; tailor the letter so the reader thinks it was written specifically for the position applied for.

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