

Cover Letters: Print Resources

Job Search Letter for Dummies, Joyce Lain Kennedy, For Dummies Publishing (an imprint of Wiley), 2013, 4th ed. – Written by a job search expert and syndicated columnist, the book contains over 200 examples of various job search and inquiry letters representing 40 different career field. Also discusses how to create quick, high-impact messages for smartphones and other digital age media communication.

Knock ‘em Dead Cover Letters: Cover letter Samples and Strategies You Need to Get the Job You Want, Martin Yate, Adams Media, 2012, 10th ed. – Another in Martin Yate’s comprehensive series of career and job search materials. Discusses keywords, strategies for highlighting one’s personal brand, and how to determine who to send job search materials to.

Get it Done: Write a Cover Letter, Jeremy Schiffling, Self-published (available at Amazon.com), 2012. – Rather than a 300-page opus, the author gives a brief yet, according to the reviews, thorough set of instructions for writing effective cover letters that get job seekers noticed.