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# Get It Done: Write A Cover Letter



## Synopsis

Want to write the perfect cover letter? But don't have time to read through a 300-page book first? Then "Get It Done" is for you. Here's why it's been a Kindle best-seller for three years in a row: 1) It's fast - The whole book takes about 30 minutes to read. 2) It's to the point - It breaks the cover letter down to 12 parts and walks you through exactly what you need to do at each step. 3) It works - I developed this system while serving as a Recruiter for Teach For America. I've since taught it to MBA classmates at the University of Michigan, leading to job offers from Apple, GE, Microsoft, LinkedIn, and other top firms. And the system has even been featured in U.S. News & World Report:

<http://money.usnews.com/money/careers/articles/2015/01/21/5-cover-letter-cliches-that-make-employers-cringe> So give it a try today. And if you leave a review, I'll even help you design your own perfect cover letter!

## Book Information

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## Customer Reviews

If you, like me, hate writing cover letters, then this book is for you. Before reading this book, I was not even using cover letters because I thought they didn't matter, and I didn't know what to say. I just sent as many resumes as possible to as many job postings as possible. This book changed my life. It convinced me, no doubt one of the most shameless no-cover-letter resume spammers out there, to stop and write a cover letter. Plus Schifeling lays out a series of clear quick steps that make it easy and anxiety free. I am going to send it to my sister who just graduated and my friend who was recently laid off.

This short "about.com article" transformed into a book has some useful tidbits of information mixed with some advice and techniques that are not really relevant cross industry. I think the writer did write from personal experience and wrote some useful techniques that seemed to be targeted at specific jobs but the whole thing seemed rushed and lacking information that I was looking for. After reading the book I barely felt any more confident in my ability to write a cover letter and it probably took me less than 60 minutes to read. It's somewhat like a novelty instructional pamphlet you might find in a college bookstore in my opinion than an actual piece of literature. I'd have like to seen a lot more evidence of research in this book, and understanding of the field and subject area. I was looking for something above and beyond what randomly surfing the web would have given me, and despite being sold out of the bookstore I feel as though I paid \$4 for an article.

This is a short tool book. It doesn't take too much time to go through it but the pay back is huge. It provides readers a systematic approach to write eye catching cover letters. Some of the ideas that author provides are unconventional but quite intriguing. Following the guideline of the author to write your cover letters will not only increase your possibility to get interviews but also change your recruiting approach from passive to proactive. As a mid-age career changer, I found his advices quite practical and innovative. I feel I can use my cover letters as a weapon to convince employers I have a lot of correlated experiences to offer. I would definitely recommend this book to everyone who is recruiting!

This book is an easy read, concise and a very practical approach to writing cover letters. Some of the things I really liked about the book -1. It gives you insights and very simple approach how to write interesting cover letter to grab the attention of the reader.2. I really liked some of the examples to make the cover letter stand out -a. I really like the example of how you could brag about yourself in a subtle way by pointing to a testimonial.b. If you really need a particular job, you can show the

recruiter/hiring manager how you are such a great fit by listing your qualification against each of the important requirements. I believe this would also help the person think through his story and why he/she is a good fit for the job.<sup>3</sup> By following some of the suggestions in the book, you could definitely increase your chances of an interview invite and show your genuine interest. I would recommend this book to anyone looking how to write interesting/convincing cover letters.

This is a short, no frills book designed to be read as the steps are carried out. The templates and suggestions provided are simple and direct. While there are doubtless books showing how to craft a more polished cover letter, for those of us who suffer from analysis paralysis this method is a blessing.

I would highly recommend this book to anyone looking to write a structured, succinct and great cover letter to stand out among the crowd. I really liked the step by step approach with relevant examples and lucid language that the author uses. I'm used to writing cover letters but this book helped me to revisit my strategy, find the loopholes and give a concurrent & consistent structure to my cover letters.

Loved the style and quick 'go do' approach, which was perfect for my need, a hot lead for which I wasn't prepared to apply for after being at the same employer for 14 years, I needed to get some quick tips to submit my application the same day I bought this book, and it was just perfect!

This was a short book with great advice. I've got my cover letter ready to go and hopefully it will open the door for an interview. This book takes you step by step on how to write the different sections of the letter and shows you what a sample of each one looks like. At the end you have the "How to" and a full "Sample view" of a letter. Recommend it to anyone that is applying for jobs.

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