



Library Newsletter

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Welcome: the first issue

We are pleased to present the first issue of the **NEW library Newsletter**. Our goal is to provide a brief and helpful document on a regular basis focused on a hot topic that might be of interest to the IESE community, and useful for finding the information. Enjoy it!

Top picks in... cover letters

Because we have recently received several questions about writing cover letters and résumés, we have decided to summarize for you the most interesting links we have found on the net and all the resources available at IESE's Library. We hope this information helps!

"Perhaps the only thing job-seekers dread more than writing a résumé is writing the cover letter to go with it. True, a résumé requires good, solid writing and attention to detail, but a cover letter is addressed to a particular person--whoever is in charge of hiring--and requires the job-seeker to answer the most important question on that person's mind: "Why is this applicant the best qualified candidate for the job?"

"How well you write a cover letter may play a large part in how effective your résumé will be. A good cover letter may get you an interview; a bad one may make your résumé little more than an afterthought."

Introduction to CareerBuilder's "How to" Guide: Cover Letters [on line]. (July 6, 2001). Web page, URL <http://www.careerbuilder.com/gh_cl_htg_intro.html>. [Consulting January 8, 2002]

Resources on the Net ...

Job Searching

Site with articles, forums, a chat and a newsletter for job searchers.
<http://jobsearch.about.com/mbody.htm>

University of Maine - Career Center

Job Search Tools & Resources

Site from the University of Maine, with resources relating to job searching, employer researching, resume and cover letter writing, interviewing and compulsory certification/documentation: job search tools

<http://www.umeais.maine.edu/~career/jobsearch.html>

Quintcareers.com

Cover Letter Tutorial

A tutorial for developing an effective cover letter, based the books *Dynamic Cover Letters* and *Dynamic Cover Letters for New Graduates*.

http://www.quintcareers.com/cover_letter_tutorial.html

Sample Cover Letters

A Guide for creating practical professional résumés and cover letters.

http://www.quintcareers.com/cover_letter_samples.html

Top Ten Questions About Cover Letters:

A Key to Gaining A Competitive Edge in the Job Market

The 10 Most/"TOP TEN" FAQ (Frequently Asked Questions) about cover letters.

<http://www.quintcareers.com/edge.html>

Manuales de desarrollo profesional

Manuals for downloading and ideas for creating cover letters and CVs.

In Spanish

<http://www.oficinaempleo.com/manualcv.htm>

Monster Career Center

Everything on cover letters and r ésumés.

<http://resume.monster.com/>

JobStar Central

About Cover Letters

The most important points for the "after and during" of writing a cover letter.

<http://jobstar.org/tools/resume/cletters.htm>

Sample Cover Letters - more

Main steps when writing a cover letter.

<http://content.monster.com/resume/samples/coverletters/>

...and other references in the IESE Library

Crosby, Olivia. "Resumes, Applications, and Cover Letters". *Occupational Outlook Quarterly* . 43 (2) Summer 1999, p. 2-14

Good résumés, applications, and cover letters broadcast your abilities. They tell employers how your qualifications match a job's responsibilities. Modern technologies have added a new twist to preparing résumés and cover letters. Some guidelines are provided for creating résumés and cover letters that will help you pass the 30-second test and win interviews. What information they should contain, how to highlight your

skills for the job you want, types of résumés, and formatting résumés for easy reading and computer scanning are described. The four parts of a cover letter - salutation, opening, body, and closing - are discussed. Suggestions are offered for finding out more about résumés and cover letters.

13.10-VAU

Vault Reports Guide to Résumés, Cover Letters and Interviews / Mat Johnson... [et al.]

Boston, New York : Houghton Mifflin Company, 1998

200 p.

From creating a winning résumé and enhancing its impact on prospective employers with a tailored cover letter to preparing for the interview that will knock their socks off, job searchers will surely appreciate the insider's advice imparted in *The Vault Reports Guide to Résumés, Cover Letters, and Interviewing*. Complete with template résumés and cover letters and sample interview questions for ten different career paths, *Vault Reports* informs and braces readers for the daunting process of finding a job.

13.11-BEA

Beatty, Richard H.

175 High-impact Cover Letters

2nd ed.

New York : J. Wiley, 1996

240 p.

175 High-Impact Cover Letters, Second Edition, arms job seekers with an arsenal of highly effective professional cover letter models that, with minor modifications, can be rapidly deployed as needed. You'll find models for five different types of cover letters, including employer broadcast letters, search firm broadcast letters, advertising response letters, networking cover letters, and the increasingly popular résumé letters. A full chapter, complete with numerous model letters, has been dedicated to each of the five letter types. With step-by-step instruction and a wealth of sample letters, this Second Edition shows you how to prepare a well-written, professional document that will help you land the interview every time. It includes 25 entirely new letters that keep you up to date with current terms and concepts, while 10 additional thank-you letters help you follow up that interview with style.

13.10-YAT

Yate, Martin John

Cover Letters That Knock 'em Dead

3rd ed., completely rev. and expanded.

Holbrook, Mass. : Adams Media, 1998

262 p.

A hiring manager works his way through a stack of job applications. What will catch his eye? Does your cover letter have what it takes to get his attention? Martin Yate, America's most respected career experts, shows you how to create a compelling cover letter that will open the doors to the job interviews you want.

13.10-POT

Potter, Ray

100 Best Résumés for Today's Hottest Jobs

New York : Macmillan, 1998

240 p.

Specially created by a nationally-known career counselor, this information-packed reference is the key to the best job opportunities in the workplace of tomorrow. Additional features include the top career prospects for every type of job seeker--college graduates, vocational/professional school graduates, women, and others--plus tips on

electronic resumes and online job hunting. Size D. 224 pp.

New database: Investext Plus

What does it contain?

It contains analyst reports on companies and industries and includes the annual statistical report of many industry trade associations.

It delivers full-text reports in their original published formats, complete with charts, photographs and graphics.

- Company reports
- Industry reports
- Geographic and topical reports

What are the sources?

- Research from more than 500 investment banks and 190 trade associations
- Financial information from Moody's Investor Services
- More information on:
Investext™ ON InfoTrac Web - Investext Contributors - by country
Investext Plus Contributors - alphabetical

What is the coverage?

More than 700,000 reports from 1996 until now, with 5,000 new reports added every week.

What can it be useful for?

- Monitoring industry trends
- Tracking company financials
- Researching merger and acquisition opportunities
- Knowing economic trends
- Preparing job interviews

How to have access to Investext Plus?

Access from computers on campus, from the Virtual Library Page/Databases clicking on **Investext Plus**.

Some recent acquisitions

Unicornio: <http://unicornio.iese.edu/uhtbin/cgisirsi/0/0/28/49/X>

To access the recent acquisitions page simply accept by clicking on "Login".

Reader feedback is essential for making this newsletter a useful tool.

We welcome suggestions for topics to be included in future newsletters!

E-mail us: biblioteca@iese.edu
See our newsletter archive on the net