

The Cover Letter made easy

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The Cover Letter made easy

By Liana Metal

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THE COVER LETTER

made easy!

You have completed your ms , and now what?

You may ask yourself:
How can I submit it to publishers?
How can I present it?

Here comes the cover letter.
What is a cover letter?

It is a letter that goes with your work. You can't send your work alone. You need to say something about it and about yourself in the cover letter.

This letter is very important as it is this document that will persuade prospective editors/publishers to read your work.

It is not difficult to write a cover letter, but you should be careful not to omit any essential info. If you don't do it right, you can't expect success.

I will help you do it right. If I can write a cover letter, you can do it, too. It's easy .

Let's get started!

·First write your name , address and contact number/e-mail on the right side of an A4 sheet.

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·Next, write the editor/publisher's name and address on the left side , below your personal info.

·Write the date on the right side.

·Start with : Dear Mr/Ms -name of publisher

It's better to write the name of the publisher if you know it. If you don't, start with: Dear Sir/Madam

·Keep in mind that the letter is formal. Don't use any contractions such as I'm or it's.

·Now you can add the first paragraph. It goes like this:

‘I enclose the synopsis of my book/article and I wonder if you would be interested in it.’

·Now give the publisher sufficient info about your book/article. Tell him in 1–2 lines the content of your book/article.

e.g. Let us suppose you've written a book about Turtles.

You can write:

TURTLES is about keeping and caring for turtle pets indoors.

Now you should tell him why the people are going to read such a book, and who is going to buy it.

e.g. TURTLES is a pet book that would interest children from 8–16 years old, and all pet lovers as well. This book is original because it is written with children at that age in mind , and it is practical and easy to read.

·You must convince the publisher that you are qualified to write on the subject.

e.g. ‘ This book is based on my own experience in turtle breeding. Or ‘ I have worked in a pet shop for two years...’ . You can add any experience you've had on this subject. Ask yourself:

Any other experience relevant?

Any studies?

Any research?

·Be brief and informative. One page of an A4 sheet is enough.

·Now, if you wish, mention in your letter that you also enclose a sample chapter of your book.

e.g. ‘I also enclose a list of chapters and a sample chapter for you to read.’

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The cover letter usually goes with a synopsis, a sample chapter and a list of chapters.

This is the complete proposal package and I always do so myself. However, you can send a cover letter and a synopsis only, but be prepared to have a sample chapter ready whenever you are asked to by a publisher to submit it.

It usually takes a lot of time before you get a reply, so you may as well send the whole package to save time.

·State that you enclose a s.a.e (a second envelope that is stamped and addressed to yourself). They are not going to reply if you don't enclose this.

·Close the letter. Be polite.

e.g. ` Thank you for your time.

I look forward to hearing from you at your earliest convenience.

Yours sincerely

Your full name

Your e-mail address

·If you wish to use the internet to submit your work, follow the same procedure—of course there's no need for a s.a.e.

Before you submit any work ,read the regulations thoroughly . Some publishers do not accept sample work via e-mail!

Now, you are ready to write your own cover letter.

GOOD LUCK!

The above article is included in Liana's book titled: Writing Basics, which is a book for new writers. View it at www.ebookad.com

Contact the author at: liamet900@hotmail.com

Liana Metal has been writing fiction and non fiction for many years , and she is currently creating e books. Visit her at <http://lianametal.tripod.com> and become a contributor.

7 Tips for Writing Winning Resume Cover Letters

By Donna Monday

Writing a good resume cover letter is something you should seriously consider when preparing to send off your resume to potential employers.

Here are seven important cover letter writing tips:

Address the individual by name. If you don't know their name then use: "Dear Sir or Madam" or "Dear Human Resources Director".

Attract attention with a strong opening paragraph. Create impact. Give them a reason to keep reading about you.

Refer to your enclosed resume. Be specific in describing your skills, experience and accomplishments. Use actual examples of things you've done.

Let the employer know what you can do for them. What can you bring to their organization?

Keep the letter's tone of voice positive and professional. Be persuasive but don't come off like a cheap used car salesman. Remember to ask for the interview!

Double check your spelling, grammar, and sentence structure. Have someone proofread the letter.

Sign your letter and keep a copy for your files.

Writing a strong cover letter will help you (and your resume) stand out from the crowd. Hopefully, your cover letter will give employers a reason to pick up the phone and invite you to that all-important job interview.

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Donna Monday writes employment related articles for

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7 Tips for Writing Winning Resume Cover Letters

How Beneficial is a Sample Cover Letter ?

Resume and Cover Letter - A Dynamic Duo

Nuts and Bolts of Effective Cover Letters

How to Write a Job–Winning Cover Letter

Ebook cover Software

Instant Cover Graphics!

ScrollPops

The Ultimate Guide To Acing ANY Job Interview

Money Making Flashy Designs in a Box



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100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!