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*Book Application Letter For
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Brilliant Cover Letters is the definitive book on cover letters, it tells you the do's an do not's to make sure your cover letter

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stands out. Written by the head and founder (James Innes) of the leading CV service centre in the UK responsible for writing many tens of thousands of cover letters annually, the advice is tried, tested and proven on a daily

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basis within 'The CV Centre'.
Brilliant Cover Letters includes
'extras' such as cover letter
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purposes, from graduates to

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executives. Includes templates for special cases eg- legal, medical, IT, teaching etc etc. In today's competetive job market, if your cover letter doesn't grab the interviewer's attention, he or she may never

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even glance at your resume. No-Nonsense Cover Letters gives you the powerful practical tools to write "attention grabbing" cover letters that complement your resume and get you more interviews and job offers. The

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book begins with a thorough but easy-to-understand explanation of the key elements that are vital to creating "attention grabbing" letters including: why writing a cover letter is about selling yourself; how to craft targeted

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cover letters; when to use bullets or paragraphs; and creating E-letters for today's E-search environment. Subsequent chapters offer tips on writing winning cover letters for opportunities for virtually every

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fit people of all ages, genders, and occupations. From this book, you will know how to complete application letters that work, a complaint letter that can force a company to pay compensation, a cover letter that can help with

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Each of our guides has a definite
structure. All points that we
reveal in our guide are
necessary for understanding how
to write a letter and how to write

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an email of a certain type. So,
which items are presented in
each chapter? > Definition and
aim of certain type of letter >
Steps on how to write certain
type of letter > The structure of
certain type of letter > Dos and

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you are examining cover letter templates, you can be sure that it is completed within the rules from the cover letter writing guide. Due to our samples, you can see how to apply theoretical rules in practice. Also, you can

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pick some ideas or phrases for your own letter. And, what is also important, you will see how to sign the envelope. Our samples are suitable also for email writing. If you are going to send an email, just don't take into

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Letters and Emails. Part I" and soon you'll meet your career and academic goals! Note: Any resemblance to names of people living or dead and places is purely coincidental.

You never know who's

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watching... 'Spine-chilling ...
makes you realise how little you
ever know anyone!' The Sun
***Phoebe Morgan's latest
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Sales and Other Guides with
Samples

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Your definitive guide to writing
the perfect CV

English Grammar & Composition

Very Useful for All Competitive
Examinations

151 Essays

The Graduate School Mess

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The Elements of Resume Style
American graduate
education is in disarray.
Graduate study in the
humanities takes too long
and those who succeed face
a dismal academic job

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market. Leonard Cassuto gives practical advice about how faculty can teach and advise students so that they are prepared for the demands of the working worlds they will join, inside

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"Those who have read The Guernsey Literary and Potato Peel Pie Society, a novel comprised of only letters between the characters, will see how much that best-

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seller owes 84, Charing Cross Road." -- Medium.com A heartwarming love story about people who love books for readers who love books This funny, poignant, classic love story unfolds through a

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series of letters between Helene Hanff, a freelance writer living in New York City, and a used-book dealer in London at 84, Charing Cross Road. Through the years, though never meeting and

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separated both geographically and culturally, they share a charming, sentimental friendship based on their common love for books. Discover the relationship

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that has touched the hearts of thousands of readers around the world, and was the basis for a film starring Anthony Hopkins and Anne Bancroft.

From the creator of the

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popular website Ask a
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work-advice columnist
comes a witty, practical
guide to 200 difficult
professional
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new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward

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conversations in the office because they simply don't know what to say.

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being micromanaged—or not
being managed at all □ you
catch a colleague in a lie □
your boss seems unhappy
with your work □ your
cubemate's loud
speakerphone is making you

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homicidal □ you got drunk at
the holiday party Praise for
Ask a Manager “A must-read
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[Alison Green’s] advice boils
down to the idea that you
should be professional (even

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when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's

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friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to

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teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.” —Robert Sutton, Stanford professor

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and author of The No Asshole Rule and The Asshole Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm

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way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together* Briefly describes how to create effective resumes and cover letters and how to pick

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up and fill out job application forms. Includes a section about creating digital resumes.

Brilliant Cover Letters
What You Need to Know to
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The Interview Book

The Essential Guide to
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The 'Hire Me' Words that Set
Your Cover Letter, Resume,
and Job Interview Apart
Write Any Letter

**This book contains
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generating documents.
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formidable first
impression fast, within
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Job Search Investment
Made Easy, Resume and
Letter Transformation
Made Easy, Targeted
Questions Made Easy,
Achievements and Skills
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series is a one-of-a-
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and apply for the right

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type of jobs in line
with your experience and
skillset, develop
attention-grabbing
interview-winning
documents (in
particular, resumes and

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the pack and blitz your
competition, secure job
interviews, own your

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market yet is highly
applicable and relevant
to many countries.

Ask a Manager

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Resumes, Applications,
and Cover Letters (2009)

Get It Done: Write a
Cover Letter

Cover Letters That Ked
(5th)

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Colleagues, Lunch-
Stealing Bosses, and the
Rest of Your Life at
Work

No-nonsense Cover
Letters

All Letters,

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Applications, Business
Letters and Business
Email

**Offers advice on writing
a professional-looking
cover letter that
complements the**

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**accompanying resume and
draws attention to the
job applicant, and
includes guidance on
resumes, interviews, and
job hunting.**

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**the ever-changing modern
workplace, Kathryn
Minsheu and Alexandra
Cavoulacos, the co-
founders of [the] career
website TheMuse.com,
show how to play the**

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[explaining] how to
figure out exactly what
your values and your
skills are and how they
best play out in the
marketplace ... [They]**

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**guide you as you sort
through your countless
options [and]
communicate who you are
and why you are valuable
and stand out from the
crowd" - -**

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Building your résumé should be one of the easier parts to the whole job-interview process. But instead it's becoming increasingly stressful

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**as well! What kind of
résumé will spark the
employer's interest?
Which kind most often
get passed over? How far
back are we supposed to
go? How can we best**

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**explain those time gaps
in between jobs? Are the
rules different for
online résumés? There
are so many vital
questions when it comes
to building a résumé**

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**today, but only one way
to be assured you're
getting the right
answers--by asking a
hiring expert.Scott
Bennett has hired
hundreds of people in a**

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**variety of industries,
and he knows firsthand
the insights that will
catch an employer's eye,
as well as what dangers
to avoid if you want to
survive the first cut.**

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**In The Elements of
Résumé Style, Bennett
shows readers how to
craft clear, compelling,
targeted résumés and
cover letters that
actually work. In this**

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new edition that includes social media and online-application tips, readers will be provided:

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**descriptions that help
sell your skills and
experience• Hundreds of
words, phrases, and
vague claims to avoid•
Advice for handling
employment gaps, job-**

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**hopping, and requests
for salary history and
requirements• Sample
résumés, response
letter, inquiry letter,
informational interview
request letter,**

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references, and more•
Surprising tips for
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today's ultra-
competitive environment,
competition is intense
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**position. And the often-
overlooked first hurdle
to jump over is no doubt
the résumé. This candid
book's time-tested tools
will make sure yours
stands out--helping to**

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**get you the job you
deserve!**

**How long do you stay in
each job? Millions of us
change roles on average
every three years. A
nation of job-hoppers,**

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every promotion or change presents the same issues and worries and there's no getting away from those first day nerves. Ultimate New Job will prepare you for the

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in is everything and
first impressions count.
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internship, it tackles**

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questions that people
ask when starting a new
position, from handling
the offer and resigning
from your current post,
to researching the**

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**organisation, networking
and finding your place
within the team. With
realistic, practical
advice, Ultimate New Job
tackles all of your
concerns head on, making**

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**your first weeks and
months as smooth a
transition as possible -
for you and your new
employer.**

**Essential Rules for
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A Handbook for Letter
Writing
The Muse Playbook for
Navigating the Modern
Workplace
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As A New Starter
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15-minute Cover Letter
The Resume and Cover
Letter Phrase Book**

The best and most up-to-date guidance

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available on writing and presenting the perfect CV is back in a new edition. This is the most definitive and well-researched guide to planning, writing and presenting compelling CVs to maximise your chances of getting an interview. The guidance in this book has been tried, tested and honed to perfection. The unique content includes

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a chapter on avoiding the most common CV mistakes, which only a few of the very best CVs actually manage to do. Written by the CEO of the UK's leading CV consultancy service, James Innes, the book is supported by exclusive online tools and bonus content including sample CV templates to help you target your CV to

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go through the book and develop a brand new cover letter from scratch in less than an hour. Given the price of the book and the time it takes to go through, there is absolutely no excuse why you shouldn't buy it right now and start fresh in conveying your background to your next employer." -LJ "If you, like me, hate

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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

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*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." -Jane E Nevins
What you'll get... -A sample cover letter using the exact same approach that the author and hundreds of others have used*

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to land jobs from Amazon to Zynga -A cover letter template that's broken down into step-by-step chunks, making it easy to apply to your own application -The definitive cover letter format that recruiters and hiring managers prefer, based on actual recruiting and hiring experience

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Destined to become the bible for managers who want to make sure their resumes and cover letters open the maximum number of doors while helping them maximize in the salary negotiation process. From office manager to CEO, managers trying to relocate to or from these and other industries and fields will

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*find helpful examples: Banking,
Agriculture, School Systems, Human
Resources, Restaurants, manufacturing,
Hospitality Industry, Automotive, Retail,
Telecommunications, Police Force,
Dentistry, Social Work, Academic
Affairs, Non-Profit Organizations,
Childcare, Sales, Sports, Municipalities,*

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*Rest Homes, Medicine and Healthcare,
Business Operations, Landscaping,
Customer Service, MIS, Quality Control,
Teaching, the Arts, and Self-Employed.
A collection of bitterly hilarious job
application letters. Applying for a job is
stupid. It is a demeaning, humiliating
exercise in learning to grovel in front of*

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faceless strangers. Everyone who has ever sent a job application letter has felt the urge, the temptation to say what they really think. To say something completely insane, or to be brutally honest. With 2007's Overqualified, Joey Comeau acted on those urges and delivered a book collecting his cover letters. "It's sad and

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fragmented and, in places, funny," the L.A. Times said. But even after the dozens of insane, hilarious, and sometimes strangely sad job application letters, he still didn't get the job. So he's at it again. A person needs to work, you know? But he's had to step things up a bit. Were the letters not insane enough? Was he not sad

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*or stupid enough? Did he not threaten to
bite as many CEOs as he should have?*

There's only one way to find out:

OVERQUALIFIEDER.

The Doll House

***How Money Walks - How \$2 Trillion
Moved Between the States, and Why It
Matters***

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*Write a Winning Job Application
Your Definitive Guide to Writing the
Perfect Cover Letter*

*The New Rules of Work
Complete Letter Writing*

1,001 Phrases You Need to Get a Job

*This popular guide demystifies the
process of crafting cover letters by*

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providing revolutionary advice in six brief chapters. Readers will find a collection of dozens of professionally written cover letter samples and step-by-step guidance to empower them to create attention-getting letters of their own. New content for this edition includes 16 more pages of

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sample cover letters and all new job search tips.

Accompanying CD-ROM contains sample resumes and cover letters and several PDFs from USAJOBS.gov.

BOOK DESCRIPTION*WANT TO KNOW HOW TO GET A JOB IN THE**

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OVERCROWDED JOB

*MARKET?***Don't be like everybody else and do what everybody else is doing. Learn how to write cover letters that stand out! Once you know how, you'll be able to write cover letters for jobs you really want that showcase you as a standout*

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candidate to get you the job interview. This book will show you how. The approach to cover letter writing in this book is different to others. It focuses first on helping you ensure you have a stand out mindset which the author believes you need to have first, then it teaches you how

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to write a stand out cover letter. Whether you're just out of college, changing industries mid-life, or charging up the corporate ladder, you want to get the best job possible, but how do you stand out when just about every job attracts hundreds or more applications? Then there's the

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infamous ATS - Automatic Tracking Software. These days cover letters and resumes are frequently subject to ATS requirements. But how do you write a letter that satisfies both human and bot eyes and at the same time stands out from the rest? No matter how disillusioned or

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frustrated you may have felt about writing cover letters for jobs in the past, now there's a new and better way. Follow this simple, cutting edge cover letter writing method and get the job you want. In this book you will learn: How to ensure you have a stand out mindset before you write

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*for the job of your dreams? Only knowing what to do differently to other job seekers and now this book will show you how. Once you know the formula your job hunting days will soon be over. **ACT NOW!** Click the orange **BUY NOW** button at the top of this page!*

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graduation. Here she has compiled more than 100 examples of resumes and cover letters that address every conceivable occupational and employment field, with a separate section for career changers.

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It begins with a blueprint for planning an effective job campaign that covers how to use your resume and cover letter and researching companies to preparing for an interview and negotiating salary. The next section

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rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and overworked adjuncts, and many more who simply give up in frustration.

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Those who do make it share an important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the

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needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky

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has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from

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Between 1995 and 2010, millions of Americans moved between the states, taking with them over \$2 trillion in adjusted gross incomes. Two trillion dollars is equivalent to the GDP of California, the ninth largest in the

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world. It's a lot of money. Some states, like Florida, saw tremendous gains (\$86.4 billion), while others, like New York, experienced massive losses (\$58.6 billion). People moved, and they took their working

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wealth with them. The question is, why? Why did Americans move so much of their income from state to state? Which states benefitted and which states suffered? And why does it matter? Using official statistics

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from the IRS, How Money Walks explores the hows, whys, and impact of this massive movement of American working wealth. Consider these facts. Between 1995 and 2010: The nine states with no personal income taxes

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gained \$146.2 billion in working wealth The nine states with the highest personal income tax rates lost \$107.4 billion The 10 states with the lowest per capita state-local tax burdens gained \$69.9 billion The 10 states with

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the highest per capita state-local tax burdens lost \$139 billion Money—and people—moved from high-tax states to low-tax ones. And the tax that seemed to matter the most? The personal income tax. The states with no

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income taxes gained the greatest wealth, while the states with the highest income taxes lost the most. Why does this matter? Because the robust presence of working wealth is the leading indicator of economic health. The

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states that gained working wealth are growing and thriving. The states that lost working wealth lost their most precious cargo—their tax base—and the consequences are dire: stagnation, deterioration, an

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economic death spiral as they continue to raise taxes and lose people, businesses, and working wealth. The numbers don't lie.

_____ □When I
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thought, □It's about time.□ Finally,

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we have a book that addresses one of our nation's most critical (yet rarely discussed) fiscal issues: the migration of working wealth as a direct result of personal income tax rates. Brown's book paints a clear

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. . . My work generated \$5 million in revenue . . . I built a team of employees who created . . . The work I did saved my company \$3 million . . . I solved the following problems for my

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