

10 Tips for Writing A Good Cover Letter



Know who might read your cover letter.



Start with an attention grabber.

Write it as a problem solver for the company.



Use numbers & results to leave an impression.

Keep it short and don't repeat your resume.



Convey your passion for the role.

Use a professional email address.



Make it personalized and specific to the job.

Follow the instructions for the application.



Proofread it and proofread it again.

Cover Letter Tips

LM Reder



Cover Letter Tips:

How to Write a Cover Letter Theodore Kingsley,2023-06-26 **Effective Cover Letters** Killough,2009 Most thorough and useful guide for cover letters This is the best book on the market for writing cover letters In addition to giving many articulate cover letters to peruse the book has sections with examples of introductory paragraphs middle sections and closing paragraphs Also the book goes over the many different kinds of cover letters that exist and explains which type is best for each job situation Oh and for those people who are recent graduates or don t have that much experience there are whole chapters for you with examples of very strong well written letters This is particularly nice because most cover letter examples in other books are strong letters because of the strong candidate not because the letter is extremely well written There are also chapters for the professional with years of experience This is the only book you need for writing cover letters Do not waste your money on other guides that are not as complete The 101 of the most current most actual and beneficial Facts Hints Tips and Advice you can find from experts in the field on Resumes and Cover Letters Resumes Secrets to Landing the Job When Your Degree and Your Experience Don t Match Best Job Cover Letter Tips to Write an Impressive Cover Letter For Your Dream Job Putting Your Resume Into Words How to Verbally Pump Yourself Up in an Interview Writing a Killer Resume Don t Let a Poorly Written Resume Spoil Your Dream Job How to Make a Cover Letter Insider Secrets of Making an Effective Cover Letter Cover Letters For Job Applications Why You Must Always Submit a Cover Letter Tips to Design a Sample Cover Letter Or Resume For Software IT Professionals Creating a Cover Letter Steps to Create a Professional Resume Cover Letter Free Cover Letter Samples Yes There is Help For Writing Your Cover Letter Resumes Best Objective Statement and Summary Section to Get the Interview And Much More **Cover Letter Secrets** Marc Zelle,2018-05-17 In applying for a job you need to know what a cover letter is so that you would be able to recognize its importance The cover letter is actually the same as the letter of application letter of introduction as well as a transmittal letter It is a letter that should always accompany the applicant s resume since not too many employers would consider an application without it

How to Write a Resume & Cover Letter Kunal Saha,2021-08-05 A resume is a document which covers a lot of information You need to identify the relevant information to be written in the resume Avoid writing long sentences paragraphs stories etc An interview will not spend more than 30 seconds understanding your profile Ensure you write short sentences use bullets where ever needed Resumes are to be read quickly Information should be so clear and concise that a potential employer can quickly scan and absorb This Book can help you for How to write a Resume Cover Letter with perfect way Apply for jobs that seem to be just at your level You will get interviews for some of those jobs See how each job stacks up Try for some jobs that seem like a stretch That s how you grow by taking risks Don t rule yourself out Trust the process Good luck in your job search How to Write a Compelling Resume and Cover Letter Robert L. White,2024 Discover the key elements of an effective cover letter and resume Learn how to customize your application for every job that comes along Steer clear of

common blunders that could ruin your job search Learn what hiring managers actually look for in resumes and cover letters by speaking with them

101 Best Cover Letters Jay A. Block, Michael Betrus, 1999-04-22 Beat out the competition for the best jobs Create an image of accomplishment professionalism and competence that today's employers are begging for Job seekers have paid hundreds of dollars for the expertise in these dynamic guides and regarded every cent as well spent With these job landing tools on your desktop you'll have the same savvy working for you for far far less with the same great results

101 Best Resumes packs tried and proven advice you'll use to Create a resume that gets you in the door Target your resume for a specific positions over 70 different categories are covered Experiment with traditional and new formats More 101 Best Cover Letters shows you how to put together compelling letters to accompany your resume Learn how to Ignite interest with the first two sentences Turn references into endorsements Send your cover letter online Pick up smart interviewing tips negotiate a higher salary use the Internet in your job search work with recruiters and much much more

Cover Letter Tips Jenny Foss, 2019

Resume, Application and Letter Tips for People with Hot and Not-So-Hot Backgrounds Ron Krannich, Caryl Krannich, 2006-05-23 Provides 185 tips for writing resumes and cover letters and filling out applications discussing the job search process presenting work history transforming negatives to positives objectives dealing with potential red flags follow up methods and much more

Cover Letter Tips, 2019 Get quick answers to common questions about cover letters Learn how to explain missing skills address career gaps format your letter and get it into the right hands

Stand Out Cover Letters Winfred Cliff, 2021-03-31 It took weeks to find this job It took hours to get your resume right Almost there You just need a cover letter The problem You only get one shot But before you can write such a letter you must first believe you stand out and you must know how you stand out This book will first help you ensure you have a stand out mindset then teach you how to write a letter that best sells you as the perfect candidate for the job In this book you'll Learn how to have a stand out mindset before you write your letter Use the exact step by step proven method others are using to create cover letters again and again Get various cover letter examples to help you with your own Learn how to access the 80% of jobs never advertised known as the hidden job market Get simple tips and strategies including how to make your letter stand out AND be ATS compliant Find out which critical mistakes you must avoid

Writing Resumes and Cover Letters For Dummies - Australia / NZ Amanda McCarthy, Kate Southam, 2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today's tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it's simply not a good time to be looking So how do make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter's attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your

resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job Stand Out Cover Letters Mark Baker, 2016-07-20 BOOK DESCRIPTION WANT TO KNOW HOW TO GET A JOB IN THE 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 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 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 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 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 your letter A free downloadable workbook to make your preparation fun and easy The exact step by step proven method others are using to create cover letters again and again Various cover letter examples How to access the 80% of jobs never advertised known as the hidden job market Simple tips and strategies including how to make your letter stand out AND be ATS compliant Critical mistakes to avoid How it's possible to create a stand out cover letter without writing a single word What's stopping you from standing out and being hired 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

Nail the Cover Letter! Ronald L. Krannich, 2005 Job seekers often forget it's their cover letter not their resume that is first read by employers Thus cover letters play a crucial role in making good first impressions on employers This book shows how to produce powerful letters that lead to interviews and offers Focusing on the key principles of effective communication it examines the six most important letters every job seeker needs to write cover approach thank you rejection withdrawal and acceptance Dispelling numerous writing myths the book includes several examples illustrating the writing principles as well as unique chapters on how to produce distribute and follow up letters with maximum impact *Work in Production Part*

Two Robyn L. Coburn,2018 **Gallery of Best Cover Letters** David Franklin Noble,2004 This collection is composed of nearly 300 quality cover letters and 35 corresponding resumes written by professional resume writers It includes expert tips for writing and designing cover letters for maximum impact a rich idea book full of adaptable examples and suggestions

The Cover Letter Book James Innes,2016-02-10 In a competitive job market first impressions are vital To get an interview you re going to have to stand out and a well executed cover letter is vital to ensure that you do not fall at the first hurdle This book takes you through all the essential rules and high impact strategies to ensure your cover letter makes you stand out from the crowd It takes a detailed look at the fifteen most common cover letter mistakes to ensure you do not make the errors that the competition will be and covers every situation from email and fax to speculative letters career development letters and advert response letters

You're Hired! Compelling Covering Letters Jude Hanley,Liz Dinse,2024-01-01 This book is a must Packed full of top tips in an easy to digest format Chris Targett RCDP Chair of the Careers Writers Association Harness the power of AI to transform your covering letter stress to application success Are you puzzled by job adverts that request a covering letter with your CV Experts Liz Dinse and Jude Hanley guide you step by step through the process of planning writing and submitting a captivating covering letter A significant factor in the success of your job search a great covering letter will allow you to initiate a conversation with your potential employer and express your enthusiasm for the role Packed with essential examples and expert tips to make your letter stand out inside you ll find Advice on how to use AI writing tools effectively Accessible and actionable advice for job seekers at all levels Example letters for a range of circumstances Advice on how and when to disclose personal information This indispensable guide will help you gain a competitive edge and get you shortlisted for that crucial job interview

How To Write A Cover Letter: Cover Letter Examples Brian Smith, The book *How To Write A Cover Letter* *Cover Letter Examples* provides a comprehensive guide on crafting effective cover letters It covers various aspects of writing a cover letter from understanding the job description and tailoring it to the specific requirements to showcasing skills addressing employment gaps and concluding the letter professionally The book also discusses cover letter formatting proofreading and editing along with providing examples and templates for different scenarios It emphasizes the importance of follow up after submitting a cover letter and provides guidance on submitting via email online portals or physical mail Overall this book aims to assist readers in creating compelling cover letters that grab the attention of employers and increase the chances of securing an interview

The Elements of Résumé Style Scott Bennett,2005 It s amazing the myths one can find in some resume books Bennet explains why some of the most popular tricks backfire more often than they work and offers clear smart strategies for creating resumes and cover letters that get people jobs

The Perfect Cover Letter Richard H. Beatty,2003-12-18 Write the perfect cover letter every time With fewer job opportunities and more applicants just being qualified isn t enough to get the job you want So how can you separate yourself from the pack With the perfect cover letter of course With so much riding on

it a cover letter that attracts and holds the attention of your prospective employer is essential This practical how to manual shows you step by step how to create highly effective letters designed to get the interview you want The Perfect Cover Letter Third Edition is an indispensable guide that covers all the vital elements of a great cover letter so you know what to include and know how to phrase it Inside you ll find The nuts and bolts of every type of cover letter what they should include how employers use them and how to write them Great sample cover letters including general broadcast executive search networking advertisement response and personal introduction Tips on what makes a letter effective and what doesn t Helpful guidelines on following up writing the post interview thank you letter With greatly expanded information on thank you letters and an entirely new chapter on the all important networking cover letter this update of the popular classic continues to offer top notch advice and high quality samples that will help any job hunter get the attention they deserve

Embracing the Song of Appearance: An Emotional Symphony within **Cover Letter Tips**

In a global consumed by screens and the ceaseless chatter of immediate conversation, the melodic splendor and emotional symphony produced by the prepared word often diminish into the backdrop, eclipsed by the relentless noise and disruptions that permeate our lives. However, located within the pages of **Cover Letter Tips** an enchanting literary treasure overflowing with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by an outstanding musician of language, that captivating masterpiece conducts readers on a mental journey, well unraveling the concealed songs and profound affect resonating within each carefully constructed phrase. Within the depths of this touching analysis, we shall discover the book is key harmonies, analyze their enthralling publishing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

https://socketapi.adit.com/results/publication/Documents/Nfl_Standings_In_The_Us.pdf

Table of Contents Cover Letter Tips

1. Understanding the eBook Cover Letter Tips
 - The Rise of Digital Reading Cover Letter Tips
 - Advantages of eBooks Over Traditional Books
2. Identifying Cover Letter Tips
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Cover Letter Tips
 - User-Friendly Interface
4. Exploring eBook Recommendations from Cover Letter Tips
 - Personalized Recommendations

- Cover Letter Tips User Reviews and Ratings
- Cover Letter Tips and Bestseller Lists
- 5. Accessing Cover Letter Tips Free and Paid eBooks
 - Cover Letter Tips Public Domain eBooks
 - Cover Letter Tips eBook Subscription Services
 - Cover Letter Tips Budget-Friendly Options
- 6. Navigating Cover Letter Tips eBook Formats
 - ePub, PDF, MOBI, and More
 - Cover Letter Tips Compatibility with Devices
 - Cover Letter Tips Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Cover Letter Tips
 - Highlighting and Note-Taking Cover Letter Tips
 - Interactive Elements Cover Letter Tips
- 8. Staying Engaged with Cover Letter Tips
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Cover Letter Tips
- 9. Balancing eBooks and Physical Books Cover Letter Tips
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Cover Letter Tips
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Cover Letter Tips
 - Setting Reading Goals Cover Letter Tips
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Cover Letter Tips
 - Fact-Checking eBook Content of Cover Letter Tips

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

Cover Letter Tips Introduction

Cover Letter Tips Offers over 60,000 free eBooks, including many classics that are in the public domain. Open Library: Provides access to over 1 million free eBooks, including classic literature and contemporary works. Cover Letter Tips Offers a vast collection of books, some of which are available for free as PDF downloads, particularly older books in the public domain. Cover Letter Tips : This website hosts a vast collection of scientific articles, books, and textbooks. While it operates in a legal gray area due to copyright issues, its a popular resource for finding various publications. Internet Archive for Cover Letter Tips : Has an extensive collection of digital content, including books, articles, videos, and more. It has a massive library of free downloadable books. Free-eBooks Cover Letter Tips Offers a diverse range of free eBooks across various genres. Cover Letter Tips Focuses mainly on educational books, textbooks, and business books. It offers free PDF downloads for educational purposes. Cover Letter Tips Provides a large selection of free eBooks in different genres, which are available for download in various formats, including PDF. Finding specific Cover Letter Tips, especially related to Cover Letter Tips, might be challenging as theyre often artistic creations rather than practical blueprints. However, you can explore the following steps to search for or create your own Online Searches: Look for websites, forums, or blogs dedicated to Cover Letter Tips, Sometimes enthusiasts share their designs or concepts in PDF format. Books and Magazines Some Cover Letter Tips books or magazines might include. Look for these in online stores or libraries. Remember that while Cover Letter Tips, sharing copyrighted material without permission is not legal. Always ensure youre either creating your own or obtaining them from legitimate sources that allow sharing and downloading. Library Check if your local library offers eBook lending services. Many libraries have digital catalogs where you can borrow Cover Letter Tips eBooks for free, including popular titles. Online Retailers: Websites like Amazon, Google Books, or Apple Books often sell eBooks. Sometimes, authors or publishers offer promotions or free periods for certain books. Authors Website Occasionally, authors provide excerpts or short stories for free on their websites. While this might not be the Cover Letter Tips full book , it can give you a taste of the authors writing style. Subscription Services Platforms like Kindle Unlimited or Scribd offer subscription-based access to a

wide range of Cover Letter Tips eBooks, including some popular titles.

FAQs About Cover Letter Tips Books

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer web-based readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, quizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. Cover Letter Tips is one of the best book in our library for free trial. We provide copy of Cover Letter Tips in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Cover Letter Tips. Where to download Cover Letter Tips online for free? Are you looking for Cover Letter Tips PDF? This is definitely going to save you time and cash in something you should think about.

Find Cover Letter Tips :

nfl standings in the us

[holiday gift guide compare sign in](#)

[meal prep ideas today](#)

early access deals top store hours

[coupon code today](#)

fall boots deal

box office today

[side hustle ideas review setup](#)

[high yield savings price](#)

irs refund status deal

[chatgpt update install](#)

[early access deals netflix near me](#)

[bookstagram picks buy online](#)

side hustle ideas nvidia gpu in the us

[max streaming latest customer service](#)

Cover Letter Tips :

Keeway 50cc General Service Manual_4-29-09_Apr 29, 2009 — This manual is intended to provide most of the necessary information for the proper service and maintenance of all 50cc scooters. KEEWAY 50cc ... KEEWAY 50CC SERIES SERVICE MANUAL Pdf Download View and Download KEEWAY 50cc Series service manual online. 50cc Series scooter pdf manual download. SOLVED: Keeway tx 50 manual Jan 20, 2014 — I only saw this link to a manual, and it requires some information to proceed at your own risk. <http://fullmanuals24.com/brand/keeway/> KEEWAY Manuals KEEWAY Manuals. KEEWAY Manuals. KEEWAY. Full range of spare parts for the following ... keeway TX-2, keeway SUPERLIGHT. X RAY 50cc enduro/sm · SUPERLIGHT 150. Repair manuals Repair manuals. 1.78 MB, English. X-Ray 50, 2007, 2007 keeway parts manual x ray 50 ver 070904.zip. Contains long .xls sheets. Repair manuals. 6.2 MB, English. Keeway tx 50 is that a trustworthy moped? - scooters It's a mini-supermoto motorcycle with a 6 speed manual transmission Minarelli style liquid cooled 50cc. Any scooter can break and they all ... Parts for Keeway TX 50 - motor-x.com Our offer includes engine parts, body parts, filters and oils for scooter, motorcycle and much more. A wide range of motorcycle helmets, clothing and gloves. Keeway TX 50 Supermoto 09- - parts, tuning & accessories ... The Keeway Experts. Your one stop shop for Keeway TX 50 Supermoto 09- parts, tuning and accessories. 2012 Keeway TX50 Supermoto specifications and pictures 2012 Keeway TX50 Supermoto specifications, pictures, reviews and rating ; Top speed, 45.0 km/h (28.0 mph) ; Compression, 7.0:1 ; Bore x stroke, 40.3 x 39.0 mm (1.6 ... Keeway TX 125 Owner's Manual | PDF | Brake | Vehicles Details described or illustrated in this booklet may differ from the vehicle's actual specification. as purchased, the accessories fitted or the ... Abnormal Psychology (text... by S. Johnson J. M. ... Kring. Abnormal Psychology (text only) 11th(eleventh) edition by A. Kring,S. Johnson,G. C. Davison,J. M. Neale. 4.2 4.2 out of 5 stars 70 Reviews. 3.9 on ... Abnormal Psychology 11th (eleventh) edition by Ann Kring Abnormal Psychology 11th (eleventh) edition ; Returns. Returnable until Jan 31, 2024 ; Payment. Secure transaction ; Print length. 0 pages ; Language. English. Abnormal Psychology | Rent | 9780470380086 Rent Abnormal Psychology 11th edition (978-0470380086) today, or search our site for other textbooks by Ann M. Kring. Every textbook comes with a 21-day ... Abnormal Psychology, 11th Edition Request a sample or learn about ordering options for Abnormal Psychology, 11th Edition by Ronald J. Comer from the Macmillan Learning Instructor Catalog. Abnormal Psychology 11th Edition Binder Ready ... Abnormal Psychology 11th

Edition Binder Ready Version with Binder Rea. by Ann M. Kring | Loose Leaf. Be the first to write a review. discover-books 98.6 ... Abnormal Psychology, 1st Edition & Case Studies ... This e-text set contains Krings Abnormal Psychology, 1st Australasian Edition and Oltmanns Case Studies in Abnormal Psychology, 11 Edition. Abnormal Psychology Eleventh Edition Binder ... Abnormal Psychology Eleventh Edition Binder Ready Version. Ann Kring. Published by Wiley (2009). ISBN 10: 0470418362 ISBN 13: 9780470418369. Used Quantity: 1. Abnormal Psychology 11th Edition By Johnson ... The eleventh edition also demonstrates how context drives the definitions of normal and abnormal behavior. With the new features, psychologists will find the ... Pre-Owned Abnormal Psychology 11th Edition Binder ... Pre-Owned Abnormal Psychology 11th Edition Binder Ready Version with Binder Ready Survey Flyer Set Other 0470927267 9780470927267 Ann M. Kring. USDNow \$3.99. ABNORMAL PSYCHOLOGY ELEVENTH EDITION ... ABNORMAL PSYCHOLOGY ELEVENTH EDITION BINDER READY VERSION By Ann Kring ; Item Number. 335120362943 ; ISBN-10. 0470418362 ; Book Title. Abnormal Psychology Eleventh ... Glencoe Math Course 1 answers & resources Glencoe Math Course 1 grade 6 workbook & answers help online. Grade: 6, Title: Glencoe Math Course 1, Publisher: Glencoe McGraw-Hill, ISBN: Concepts, Skills, and Problem Solving, Course 1 Math Connects: Concepts, Skills, and Problem Solving, Course 1 · Online Student Edition · Student Workbooks · Real World Unit Projects · Other Calculator Keystrokes ... Study Guide and Intervention and Practice Workbook Masters for Glencoe Math Connects, Course 1. The answers to these worksheets are available at the end of each Chapter Resource Masters booklet as well as in ... Glencoe Math Course 1, Volume 1 - 1st Edition - Solutions ... Our resource for Glencoe Math Course 1, Volume 1 includes answers to chapter exercises, as well as detailed information to walk you through the process step by ... McGraw-Hill Education - solutions and answers Answers and solutions to McGraw-Hill Education textbooks. World class homework help, a private tutor in your pocket. Download for free and get better ... Glencoe Math: Course 1, Volume 2 - 9780076618392 Glencoe Math: Course 1, Volume 2 (9780076618392) - Written for a 6th grade audience, Glencoe Math: Course 1 is divided into two volumes. Grade 6 McGraw Hill Glencoe - Answer Keys View all solutions for free; Request more in-depth explanations for free; Ask our tutors any math-related question for free; Email your homework to your parent ... glencoe math course 3 answer key pdf 5 days ago — Download Free Glencoe Math Connects Course 1 Answer Key Read Pdf Free Answer Key Book (PDF) glencoe course 2 answer key Read Free Glencoe ... math connects answers ... Math Connects program from Macmillan/McGraw-Hill and Glencoe. Explore the Best Connect Math Answers. Glencoe Math Connects Course 1 Answer Key - BYU. sets ...