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Readymade Business Letters

Lynn Williams



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A well written letter can help you to secure a job interview It directs attention to your good points and away from your weaker ones helping you to create the right impression and get your point across clearly and concisely Whether you have considerable experience are looking for a first job or returning from a career break you need to be able to write a professional business like letter Your letter is the first thing that the employer sees so the impression that they get at this stage will stay with them This fully revised new edition of Readymade Job Search Letters gives advice on style presentation the best words to use common mistakes to avoid and writing effective email job applications It will help you to make a favourable impression inform persuade and build a good relationship with the people you write to in order to get that interview It also provides a wide selection of letters for different situations that can be adapted for individual use such as speculative enquiries to a company requests for an introduction replies to an advertised vacancy applications for promotion cover letters for CVs Punchy and informative and with supporting online downloadable sample letters Readymade Job Search Letters is essential kit for any serious job hunter

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Correcting your boss s Grammar Tone of Your Business Letter I Am so Angry Capital Letters Punctuation and Typos How to Address Letters Salutations Conclusion Native English speakers Author Bio Publisher Introduction When I was studying at the local management college more than 3 decades ago one of our professors told us students You may become senior ranking managers as you get promoted to higher ranks in your jobs but if you do not know how to write an impressive businesslike and thoroughly professional business letter you are going to go nowhere on the ladder to the top Many of us coughed rather sheepishly because according to us we were already managers in our minds eye and we had a secretary to take our dictation shorthand and rightly business letter for us Naturally we woke up to reality soon after when we began to work on our different jobs and often we had to take care of the correspondence ourselves Some of the letters were too confidential to be handed over to the office typing pool This was way back in the late eighties and early nineties when letters were still written by hand and sent by mail We did not know that within the next 15 years the whole world would be tied up with an electronic network and correspondence would be done by tapping on a keyboard on a desktop screen Also this book

is not restricted to letter writing to people in your own country or area In this millennial world today your job is to expand your horizons and that is why this book is going to tell you all about writing letters in a global context Also you are going to be told something about cultures and traditions and business environments of other lands and people which may look strange to you but that is the way business writing has been done for millenniums according to their culture standard of literacy and society Many people who are not quite well versed with office etiquette are under the impression that letter writing is something not very important because after all you are messaging your clients or you have one stereotyped format which you send out as acknowledgment for every email sent to your company with a paragraph telling the client that he is going to be contacted by somebody in the next 12 24 hours and thank you for getting in touch with us The mail of course has a do not reply address on top You may think that this is a pretty nifty and modern way of tracking your correspondence but in many parts of the world where business dealings and environments are still pretty old fashioned a well written letter is quite impressive especially when the receiver makes his first impression on your correspondence especially when it is a first time letter to his company I remember way back in 87 when I was at university in a comparatively small town and went to the market to buy some handmade traditional shoes for which that particular town was famous all over the country They did not speaking English there

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