

123 Main Street
Reading, Pennsylvania 19604

January 1, 2012

Mr. Robert M. Jones
Manager of College Relations
XYZ Company
123 South Street
Reading, Pennsylvania 19604

EFFECTIVE BUSINESS LETTER

Dear Mr. Jones:

My experience in marketing has prompted me to respond to your vacancy for a marketing representative as listed with the Experiential Learning and Career Development Center at Albright College. The XYZ Company has an excellent reputation for product quality as noted in the recent issue of The Journal of Marketing and I wish to be affiliated with a company with such high standards.

To be successful in marketing one must first understand a potential customer's needs. To accomplish this one must have excellent interpersonal and active communication skills. My experiences as a volunteer promoting our student radio station to local advertisers can help attest to my capabilities to successfully market XYZ's products. As a member of the campus center board, I successfully promoted a number of campus events which resulted in a positive financial statement at the end of the year.

Written communication can only tell you so much about my motivation and qualifications. I look forward to the opportunity to discuss my background with you in greater detail. Thank you for your consideration.

Sincerely,

Alan Albright

Enclosure

Effective Business Correspondence

Steven Golen



Effective Business Correspondence:

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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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