

EFFECTIVE BUSINESS LETTER

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

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

Rupert Morris



Effective Business Correspondence:

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International business correspondence is not simply writing or information exchange. It is something that you want others to know about you to know about your business and the way you deal with business transactions. It is by the way you create your letter that your reader can identify whether you are friendly, rude, or you just simply want to do business. Your letter shows your attitude. This is one reason why it is important to consider your way of writing: write professionally and with courtesy. Success of business transactions is not only dependent on your ability to talk and communicate verbally but also the way you communicate in letters. How important is learning the proper way of writing business letters? This book will help you to improve your written communication by guiding you through the steps and guidelines of making an effective letter. Aside from that, you will learn to see that planning is important. Gathering information and doing some research will help you. As you go through answers to complaints, it will save you to make adjustments; it is important and friendly to reply to inquiries; it is good to be precise in your quotations; it is proper to acknowledge placed orders or acknowledge payment; it is worth to check all outgoing orders for shipment and delivery; it is important to have an insurance policy; it is tedious to deal internationally without bank transactions; and it is by connection that you can increase your sales. You need to connect to your customers and readers in order to build a good working relationship. If you are able to establish a good relationship, they will value you as their business partners. Skills in creating business letters are important for the success of your business. Business letter writing skills will also boost your confidence as a businessman and will help in boosting your business as well. This book aims to help students to develop their skills and confidence in writing international business letters. It can also serve as a reference for students at college and university levels.

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