

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

**S Ashworth**



## Effective Business Correspondence:

**Effective Business Correspondence** Joel P. Bowman, Bernadine P. Branchaw, 1979      **A Manual of Effective Business Correspondence** Honesto F. Farol, 1987      *Effective Business Letters* Edward Hall Gardner, 1916      **Effective Business Correspondence** Robert Ray Aurner, 1933      Business Correspondence with Style Jessie S. Barrot, 2018  
*Business Correspondence* Burt Clifford Bean, 1909      **International Business Correspondence** Sinee Sankrusme, 2017-03-13

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, 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 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.

**Effective Letter Writing & Business Correspondence** Sura College of Competition, 1988      Effective Business Letters, Their Requirements and Preparation, with Specific Directions for the Various Types of Letters Commonly Used in Business Edward Hall Gardner, 1919  
**Business Correspondence** '2000 Ed. E. Baraceros, 2000      *Effective Business Letters* Edward Hall Gardner, 1919  
*Effective business letters* Edward Hall Gardner, 1928      **The Right Way to Write** Rupert Morris, 1999

Improve your writing and communication skills and break free from bad writing habits. **Business Correspondence ... System** Company, 2025-05-22

Business Correspondence Volume 1 provides instruction on effective business communication. This comprehensive guide from 1911 covers various aspects of letter writing including structure, tone, and style. Focusing on practical application, the book uses examples of model letters for different business scenarios. A valuable resource for

students and professionals Business Correspondence emphasizes clarity and conciseness in crafting effective messages Its timeless advice on professional communication remains relevant in today s business environment offering readers insights into the art of written communication This work has been selected by scholars as being culturally important and is part of the knowledge base of civilization as we know it This work was reproduced from the original artifact and remains as true to the original work as possible Therefore you will see the original copyright references library stamps as most of these works have been housed in our most important libraries around the world and other notations in the work This work is in the public domain in the United States of America and possibly other nations Within the United States you may freely copy and distribute this work as no entity individual or corporate has a copyright on the body of the work As a reproduction of a historical artifact this work may contain missing or blurred pages poor pictures errant marks etc Scholars believe and we concur that this work is important enough to be preserved reproduced and made generally available to the public We appreciate your support of the preservation process and thank you for being an important part of keeping this knowledge alive and relevant

*Effective Business Communication* Steven Golen,1989      Effective Business English as Applied to Business Letters and Reports Alta Gwinn Saunders,1925      EFFECTIVE BUSINESS COMMUNICATION, SECOND EDITION KAUL, ASHA,2014-12-11 Communicating a message effectively needs precision be it verbal or non verbal At the professional front the accuracy of the message to be shared becomes all the more important as the business decisions may depend on the same This book in its second edition continues to detail on the pre requisites of communicating effectively in the corporate environment and generally Beginning with an overview of business communication the book educates on the principles of communication oral and written Divided into nine chapters the first two chapters deal with oral communication and the next seven deal with different forms of written communication The book teaches how to write effective letters and prepare persuasive resum The chapters are well supported with many examples and illustrative exhibits wherever required A new chapter Chapter 9 has been added titled Writing to Communicate which presents incorrect use of language and phrases that rob the text be it a report or a letter of authenticity and credibility The chapter also presents correct use of the examples and the rationale or logic in the form of explanations Designed as a textbook for the management students this book would be equally useful for the management professionals and executives Key features Observes a simple pattern of Read Comprehend Test Follow Discusses strategies for identification and improvisation of communication skills both oral and written Provides numerous examples and illustrations that facilitate proper grasp of the topics discussed

**Effective Business Communication** M.V. Rodriques,1992      **Business Correspondence, Principle and Practice** Harvey Lee Marcoux,1929

*Business Correspondence* Burt Clifford Bean,2015-06-14 Excerpt from Business Correspondence Correspondence English Business Letter Writing Customs Files and Systems Writing Effective Business Letters The business man who sees the sure result of a satisfactorily handled letter naturally wants to know how it is done Many books are in existence which give a great

deal of information about certain essentials of letter writing but there has always seemed to be lacking in most of these works the specific directions which a broad business man needs to produce a well written letter It is not to be supposed that the more common details and essentials need be given much space for that is not what is demanded Rather about the essentials should be grouped such facts as experience has taught those who are in touch with business conditions are the broad truths the large views of this important science This indeed is the aim of the entire Business Men s Library of which this is the second volume Part I The Principles and Factors of the Art of Correspondence takes up in its initial chapters the general underlying factors these becoming more specific until Part II Correspondence in the Various Departments of Business is reached Here departmental correspondence is treated in detail Beginning with the form letter which initiates a sale and continuing through the various departments which make use of the written communication there will be found that specific information which has built many a business from the smallest of small beginnings to industrial enterprises whose fame is world wide About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books Find more at [www.forgottenbooks.com](http://www.forgottenbooks.com) This book is a reproduction of an important historical work Forgotten Books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy In rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition We do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

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