

# Common Business Documents

As part of Week 2, Unit 2

CC11 Communication in the Workplace

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# Business Documents

What is a Business Document? | Types of Business Documents



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# What is a Business Document?

- Collective term for the documents, papers, reports, letters, and other files that are related to the business
- Documents that help with the operation of a business
- Advantages:
  - Needed for specific government processes
  - Safeguards business integrity
  - Good for documentation
  - Secondary means of proof
  - Makes processes easier

I'm the first letter of  
the passcode



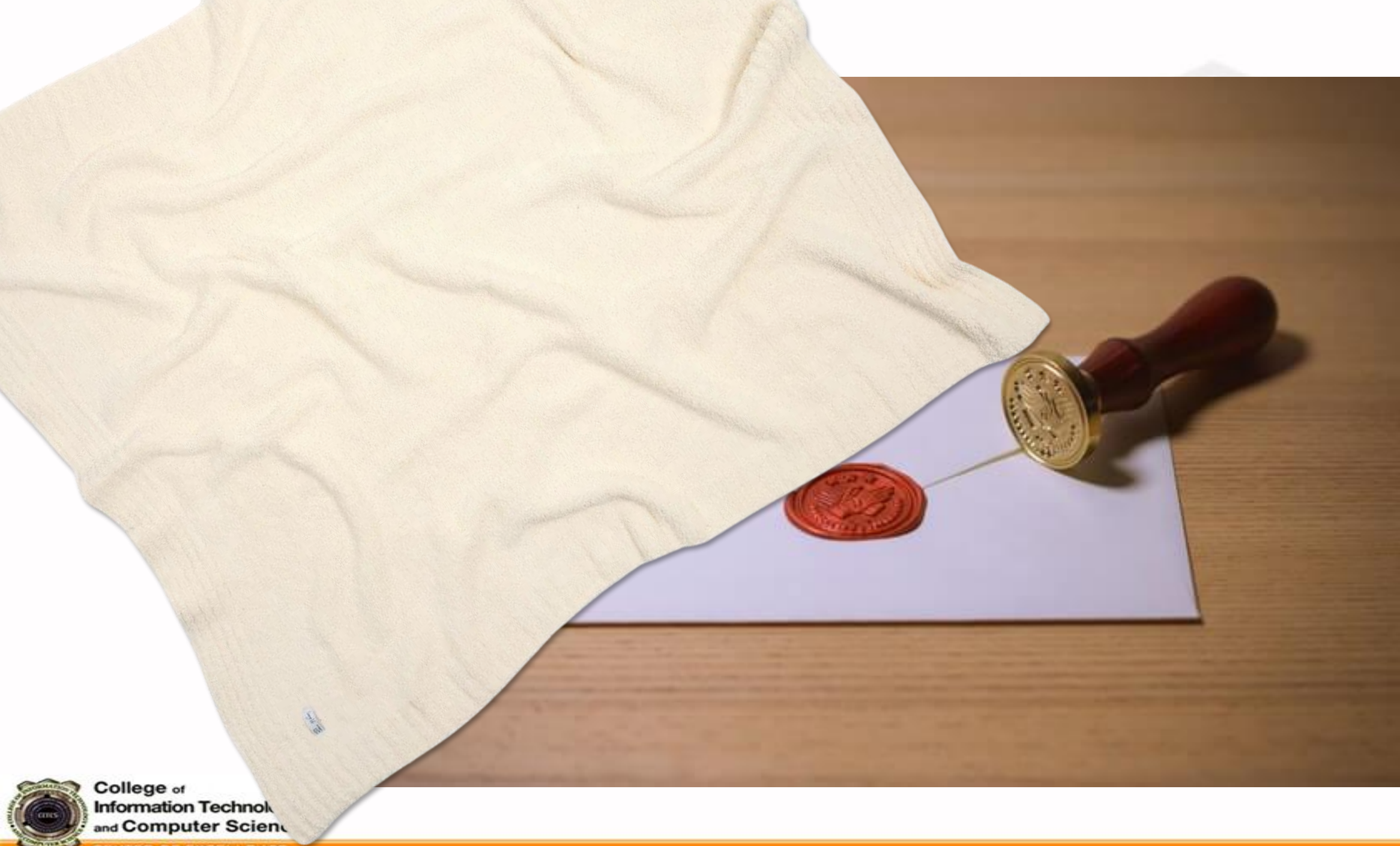
# Types of Business Documents

**Different businesses and departments may have different documents:**

- Financial reports (budget, liquidation, reimbursement)
- Business reports (graphs, charts, reports)
- Company bylaws
- Employee reports (contract, performance reports, hiring documents)
- Minutes of the meeting

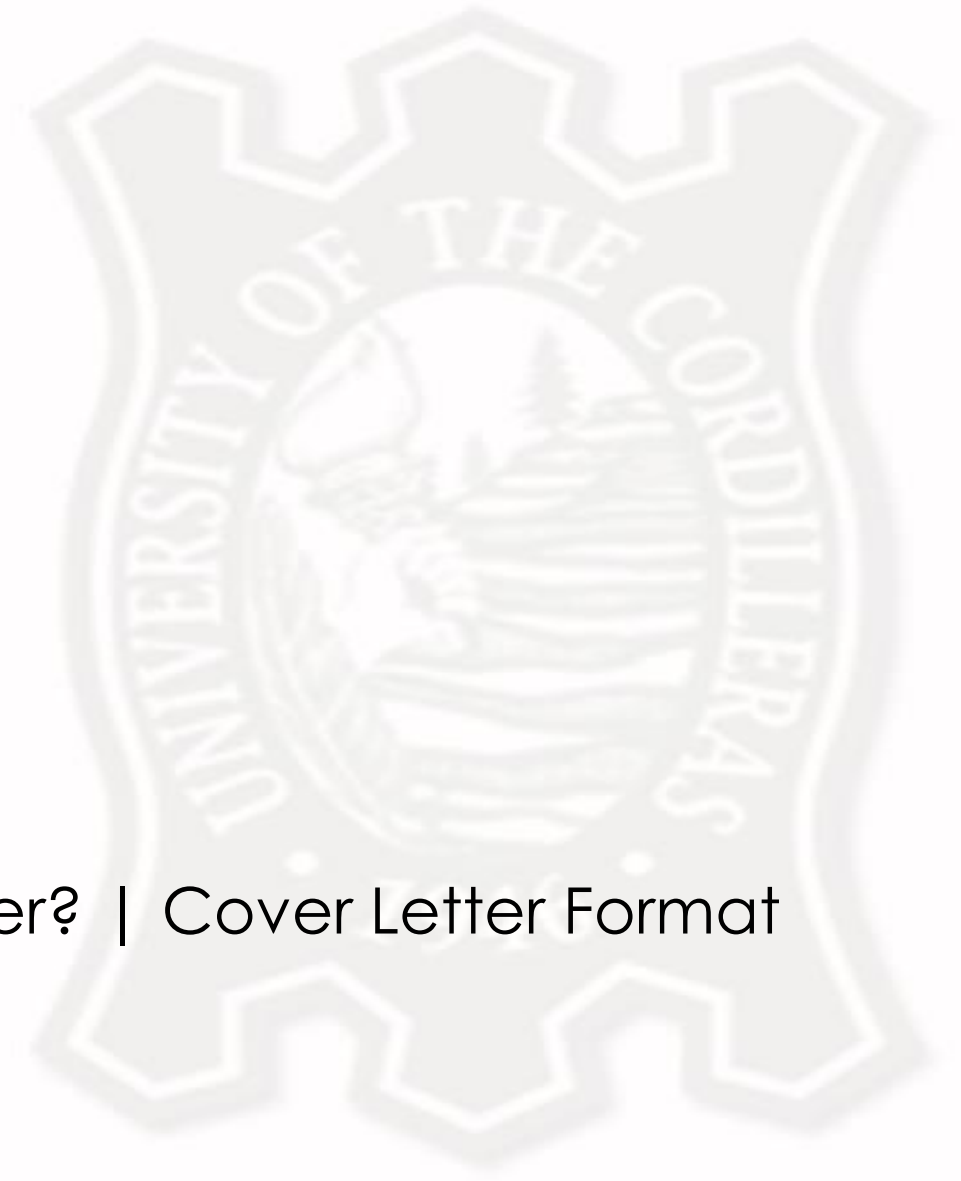






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# Cover Letter

What is a Cover Letter? | Why a Cover Letter? | Cover Letter Format  
| Additional Tips



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# What is a Cover Letter?

- Also known as letter of intent or letter of interest
- Document used to formally initialize a binding argument:
  - Memorandum of Agreement (MOA)
  - Memorandum of Understanding (MOU)
  - Auction for companies
  - Employment
- Usually, the cover letter is submitted with the resume / CV to formally showcase intent of getting hired to a position / company





# Why a Cover Letter?

- Show interest into getting a job
- Show how you were able to know to get the job
- Outline “edge” compared to other candidates
- Outline academic and professional experiences
- Outline soft skills
- Explain preference for the company and position

I'm the 3<sup>rd</sup> letter  
to the passcode



# Cover Letter Format

- Header
- Salutation or greeting
- Body
  - Intent
  - Experience
  - Closing statement
- Closing remarks
- Name and signature

I look like the 4<sup>th</sup> letter to  
the passcode



# Cover Letter Format

## Header

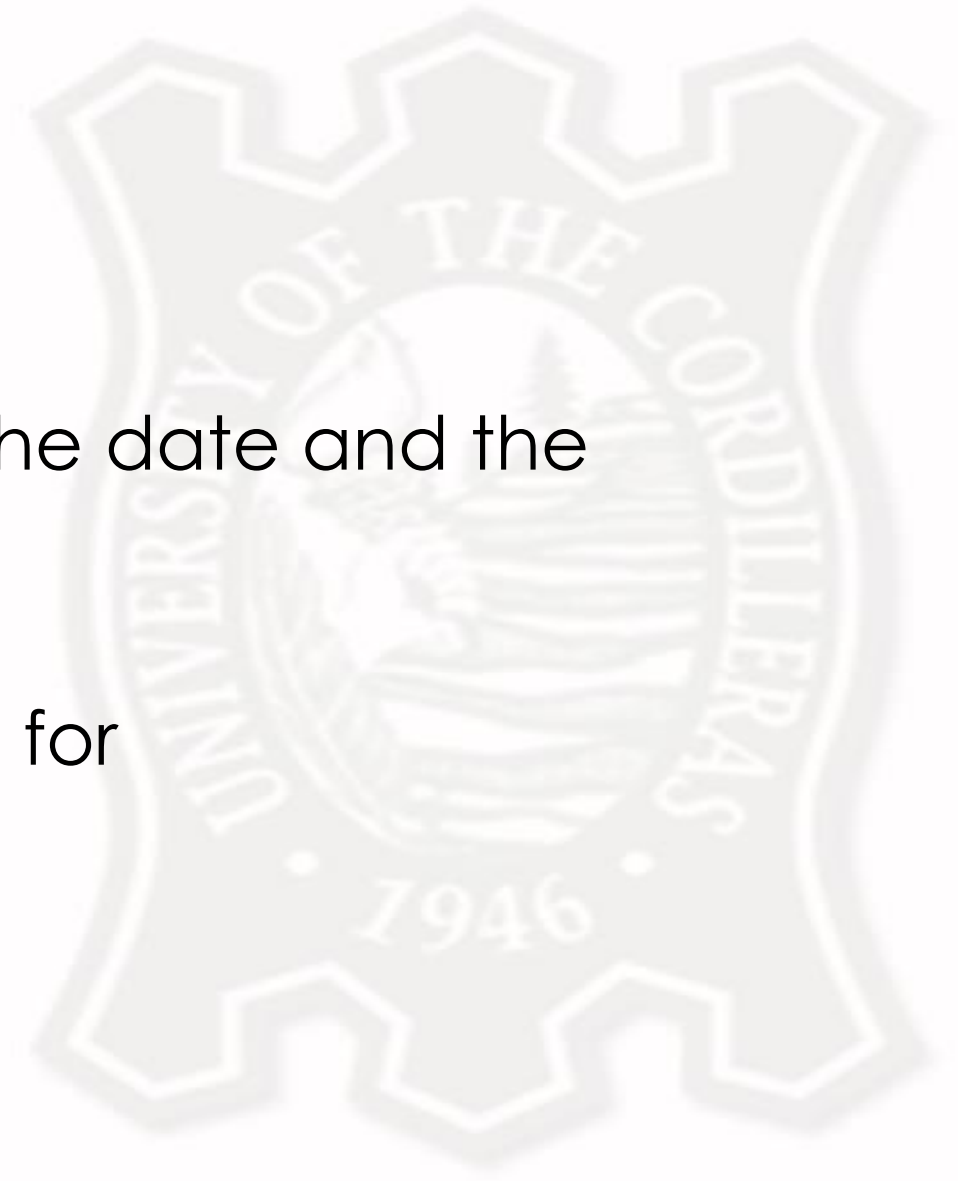
- Include the following:
  - Date of submission
  - Full name of the target person (usually the company's HR hiring officer)
  - Position in the company
  - Name of company
  - Address of company



# Cover Letter Format

## Header

- There should be a space between the date and the name and company
- Specify to whom the letter is for
- Highlight name to whom the letter is for
- Left alignment
- Leave two spaces after the header



# Cover Letter Format

## Salutation or Greeting

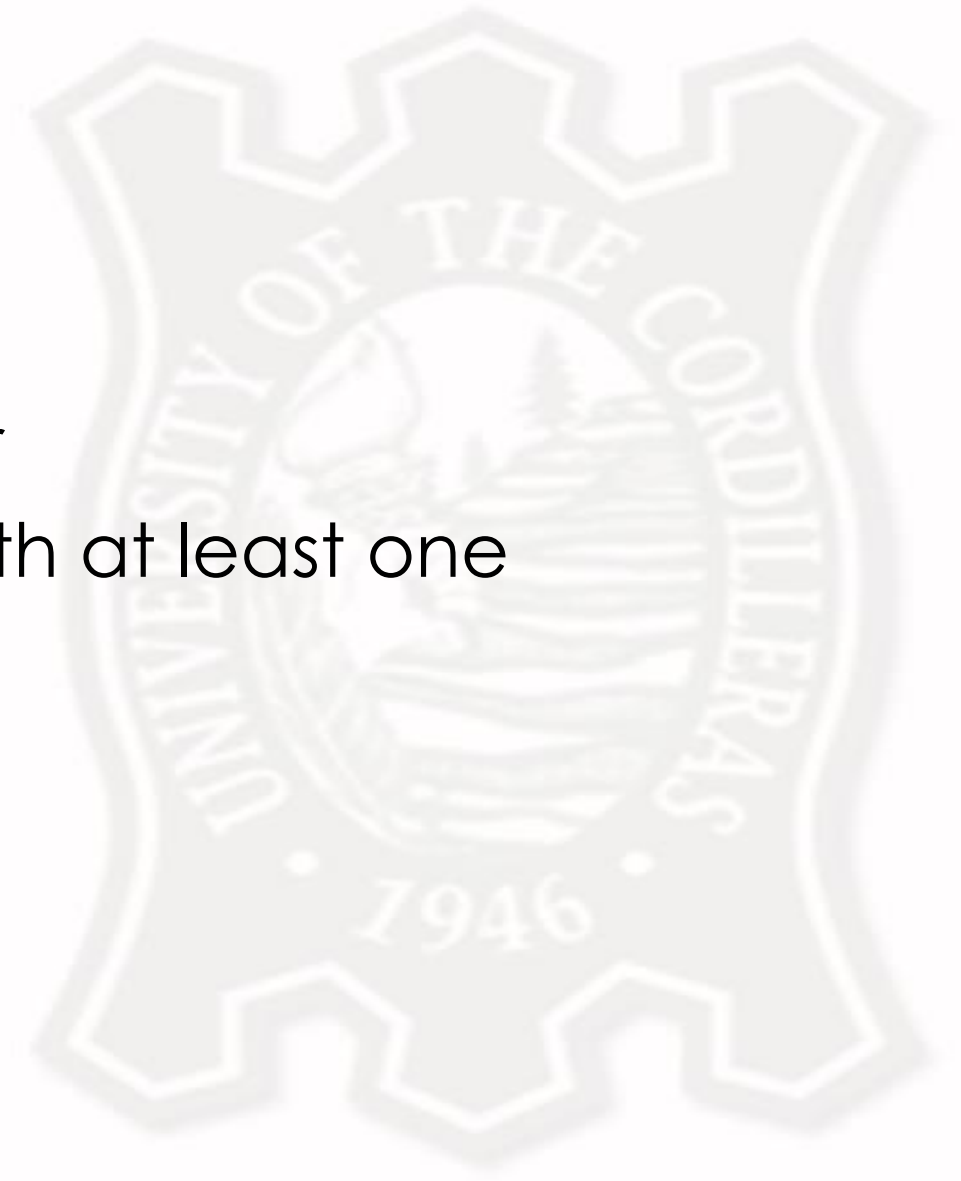
- Address the letter with a common business greeting
- Specify the salutation or name of the person
- Examples:
  - To Mr. Rizal,
  - Hello Dr. Rizal,
  - Dear Jose Rizal,



# Cover Letter Format

## Body

- This is the content of the cover letter
- Include the following parts, each with at least one paragraph:
  - Intent
  - Experience
  - Closing





# Cover Letter Format

## Body – Intent

- The first paragraph of the body of the letter
- Focuses on showing intent regarding the position
- Include the following:
  - Position that you would like to enter
  - How were you able to hear about the position
  - One sentence of why you want to enter the specified company / position
  - One sentence on your “edge” compared to other candidates



# Cover Letter Format

## Body – Experience

- Second paragraph of the body of the letter
- Focuses on the experience that would help get the job
- Include the following:
  - Relevant, latest educational experience
  - Relevant work experience
  - 1-2 relevant achievements from the academe or industry (quantified)
  - Relevant skills and qualifications (usually based on the job opening) with experience



# Cover Letter Format

## Body – Closing

- Last paragraph of the body of the letter
- Summarizes why you are a great fit and call to action
- Include the following:
  - One sentence that states what you can do for the company
  - Where to contact you (email and mobile number)
  - Thank for their consideration and time



# Cover Letter Format

## Closing Remarks

- Add a simple professional statement to close off your letter
  - Sincerely,
  - Respectfully,
  - (Warm/est) regards,
  - DO NOT use “Sincerely **yours**,” or “Respectfully **yours**,”
- Include your full name and signature
  - If you didn't add your contact information at the closing paragraph, you may also place them here



# Additional Tips – Cover Letter

- Do not submit a cover letter unless requested
- Create the CV / resume first before the cover letter
- Personalize the cover letter to every company and position
- Research the company
- Be specific, quantify if possible
- Be clear and concise, especially for the experiences
- Tell the truth
- Use left / justified alignment





# Company Memorandum

What is a Company Memorandum? | Parts of a Company Memorandum | Tips in Creating the Body of a Memorandum





# What is a Company Memorandum?

- Shortened to memo
- Primary and most effective ways to communicate information to all members in the organization
- Can communicate to either one member, a team, or all members *in the organization*
- Used to:
  - Disseminate information
  - Request for a call to action
  - Remind existing business processes



# Parts of a Company Memorandum

- Some memos can be written similar to a letter
- Another format has the following parts:
  - Company header
  - Employee header
  - Body of the memo



# Parts of a Company Memorandum

## Company Header

- Shows the name of the company and the contact information
- This is usually either made as a logo, or can be typed in
- The header can vary depending on the target audience of the memo



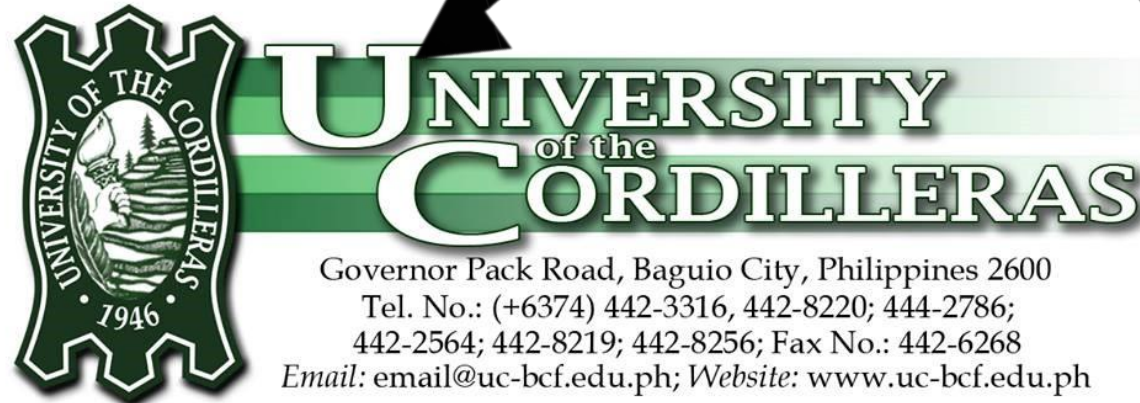
# Parts of a Company Memorandum

## Company Header (Examples)

**UNIVERSITY OF THE CORDILLERAS**

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Second Trimester, School Year 2021 – 2022



I'm the 9<sup>th</sup> letter  
of the passcode



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# Parts of a Company Memorandum

## Employee Header

- Looks into the date, the target people for the memorandum, and the topic of the memo
- For the target people and topic, it must include the following headers:
  - For
  - Through / Thru
  - From
  - Re



# Parts of a Company Memorandum

## Employee Header – For

- These include the persons / groups / people to whom the memo is written for
- Examples:
  - All employees
  - Human resources department
  - Jose P. Rizal  
Staff, Human resources department





# Parts of a Company Memorandum

## Employee Header – Through / Thru

- Indented from the “For” header
- Includes the immediate officers / heads / supervisors that the letter would pass through:
  - Your own officer / head
  - The officer / head of the persons you are writing the letter for (especially if in different departments)
- Not included if the letter will go to your own officer / head / supervisor

If you read the module, you will have notice one letter that seemed faded. That's the 8<sup>th</sup> letter of the passcode.



# Parts of a Company Memorandum

## Employee Header – From

- Name and position of the person who wrote the memorandum



# Parts of a Company Memorandum

## Re

- Sometimes referred to as Subject
- Summarized topic of the body of the letter



# Parts of a Company Memorandum

## Body of the Letter

- Depending on the topic, the body of the letter would vary
- Common contents include the following:
  - Purpose of the memo (first paragraph)
  - Details of the memo (subsequent paragraphs)
  - Call to action (last paragraph)
  - Noted by (end of the letter, if there is anyone who needs to note the memorandum)



# Tips in Creating the Company Memo

- Be aware of the format of the company
- Be clear and concise
- Simplify the contents of the memo
- Keep positive / neutral language throughout the memo
- Add a call to action for every memo
- **M**ake sure to have it be signed by all heads involved

Alas! The final letter of the passcode is quite bright, is it not?



# References

- <https://blog.bit.ai/business-documents/>
- <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cover-letter>
- <https://www.indeed.com/career-advice/career-development/how-to-write-a-business-memo>

