



300+ Successful Business Letters for All Occasions (3rd Revised edition)

By Alan Bond

Barron's Educational Series Inc., U.S. Paperback. Book Condition: new. BRAND NEW, 300+ Successful Business Letters for All Occasions (3rd Revised edition), Alan Bond, Business correspondence has an essential place in today's business, financial, and marketing worlds, and this heavily revised and updated book shows how to set up correct formats for business letters of many different kinds, including letters of inquiry, credit letters, dunning letters, congratulatory letters, business announcements, invitations to business functions, and others. A wealth of new material in this edition covers virtually all varieties of electronic communication, including business e-mail, job application and resume samples, and information on networking and corresponding via the Internet as a means of seeking new career opportunities. This new edition has been given a brand-new graphic design and features improved and appealing page layouts that are more useful than ever.



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