



## Strategic Business Letters and E-mail

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By Sheryl Lindsell-Roberts

Houghton Mifflin. Paperback. Book Condition: New. Paperback. 374 pages. Dimensions: 8.9in. x 5.8in. x 0.9in. Discover how a well-crafted message can make anyone stand out in the crowd. Contains a simple, six-step process for creating messages that get and hold the recipients attention. Chapters include Sales and Marketing with Pizzazz, Successful Job Search and Employment Issues, Customer Relations and Personal Business. Specific chapters on such areas as sales and marketing, customer relations, and personal business offer hundreds of sample letters, memos, and e-mail messages that can be used verbatim or with minimal alteration to fit a particular circumstance. 6 x 9. Global Product Type: Reference Books; Reference Book Type: Self-Help; Subjects: Business Letters; E-Mails; Age Recommendation: NA. This item ships from multiple locations. Your book may arrive from Roseburg,OR, La Vergne,TN. Paperback.



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