

Types of letters



**ASSIGN
BUSTER**

Types of letters. 1. Letters of inquiry. 2. Letters of reservation. 3. Letters of appointment. 4. Letters of invitation. 5. Letters of appreciation. 6. Letters of congratulation and good wishes. 7. Letters of condolence and sympathy. 8. Letters of introduction. 9. Letters of resignation. 10. Letters of reference. 11. Letters of recommendation. 12. Longer letters of inquiry. 13. Answer to inquiries. 5 forms of indention 1. Indented style 2. Block style 3. Semi block style 4. Full block style 5. Hanging or over hanging

Letter of application- are written to induce someone to invest a certain amount of money-salary-in the time and services of one who seek a Profitable market for them. Applicant-sellerProspective employer-investor/buyer Letter of application-promoter Classes of letters application Solicited letters-those written in response to advertisemet Unsolicited letter-those written at the suggestion of someone who knows on the existence of a vacanc. Employee wants pay, progress, satisfaction Employer wants performance, dependabilty, loyalty 3 gneral type ofqualification 1. Education 2. Experience 3.

Personal qualities * Accuracy * Efficiency * Intelligence * Initiatives * Judgment * reliability References- statement of charter Resume'- ; summary of educ. attain. ; summary of abstract of the applicant's education, training, and experience > a description of his personal qualities, references, and brief discussions of such other facts she feels may be of interest . 15 tips for writing resume 1. Determine your job search objective prior to writing the resume. 2. Think of your resume as a marketing tool. 3. Use your resume to obtain an interview, not a job. 4. Use bulleted sentences. . Use action words 6. Use #'s, P's and %'s. 7. Lead with your strengths. 8. Play Match Game 9.

Use buzzwords 10. Accent the positive 11. Show what you know 12. Show who you know 13. Construct your resume to read easily. 14. Have someone else review your resume. 15. Submit your resume to potential employers. 3 categories of Interview 1. The Direct Interview 2. The Indirect Interview 3. The Patterned Interview 1. Be careful of your appearance 2. Be on time

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Letters of appreciation. 6. Letters of congratulation and good wishes. 7. Letters of condolence and sympathy. 8. Letters of introduction. 9. Letters of resignation. 10. Letters of reference. 11. Letters of recommendation. 12. Longer letters of inquiry. 13. Answer to inquiries. Letters of introduction paragraph. 1. Give information enabling the reader to identify the person seeking introduction. 2. state the circumstances of , and the reason for the introduction. 3. Show appreciation of any interest that may be manifested by the reader in the person introduced. Letters of reference paragraph. 1.

State the purpose and general subject of the letter at once and briefly. 2. Ask courteously for definite information. 3. Express appreciation and willingness to reciprocate. Letters of recommendation paragraph. 1. Brief statement of subject and purpose of letter. 2. Summary of person's history of employment, qualification. 3. Candid statement of writer's personal judgment of applicant's qualifications and probable fitness for the position. 4. Final recommendation of the writer. Longer letters of inquiry paragraph . 1. general subject of the letter- reason for the inquiry or for asking the favor. . the request itself and its possible benefit to the reader if granted. 3. a brief statement of appreciation. Answer to inquiries paragraph. 1. express

pleasure in granting the request. 2. give information and add relevant material. 3. offer further assistance. Refusing the request paragraph. 1. a statement of regret. 2. the reason for refusal. Longer refusal letter paragraph. 1. an opening statement that makes the inquirer feel that his request has been welcome. 2. an explanation of the situation. 3. a refusal of the request. 4. such constructive suggestions as the reader can make. 5.

A friendly close- usually an offer to be of service when possible. Reasons why people resign. 1. Ill-health. 2. Greener pasture. 3. Low salary. 4.

Mismanagement. 5. Transfer of residence. Letters of invitation paragraph. 1. The name of the club or association and the time and location of the meeting. 2. Mentioned those attainments or qualification of the speaker that make his presence so desirable. Suggest the subject upon which the speaker is to speak, the hour at which he is to speak and the amount of time he is to have on the program. 3. Should request the speaker to let the writer know whether the speaker will be able to accept.