

Business Letters

Your letter should be short – 3 paragraphs – each no longer than 5 lines.

This is **NOT** a novel!!!

This is **NOT** a curriculum vitae in letter form:

State briefly:

1. What this letter is about....
2. Your qualifications and experience.....
3. What you want : i.e. Placement.....

REMEMBER: it is not the quantity that counts, but rather the quality.

Long letters get dumped!!!!

Time is Money!!!!

The person who receives your letter does **NOT** have the time to read your life stories – he/she wants to determine at a glance what your qualifications are, your experience and what you want. **AT A GLANCE!!!!!!**

PLEASE LOOK AT YOUR NOTES.

DO NOT DO THAT!!!!!!!!!!!!!!

I am writing to you to express my interest concerning t..... Hi grandpa / hi grandma!

I think I am qualified

Who cares what you think?!

I have gained experiences in

Look at your notes!

Please feel free to contact me for further information

Arrogant !

Dear Antonio,

Who the hell are you to call him by his first name?

Best regards,

Informal? These are not your friends.

Dear Sir or Madam,

Look at your notes!!!

Raupolzer Weg 14a

Look at your notes!!!

My name is.....

Who cares?

For several years I follow the development of your company. So what!?

I learned a lot of the Quality management : They don't give a damn what your learned.
Can you do the job?

i am

Are you really the most insignificant person in the world?