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DOWNLOAD Wait, How Do I Write This Email? by *by Danny Rubin*

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In his award-winning guide, communications expert Danny Rubin provides more than 100 email/document templates for networking and the job search. With each template, Rubin saves you time and takes the stress out of professional email writing. Wait, How Do I Write This Email? is a perfect resource for people who need to build relationships and grow into careers. It's also used in high schools, colleges, workforce development programs and even the Pentagon as part of in communications courses for senior-level personnel. Page after page, Rubin offers detailed instructions for networking (ex: how to contact alumni from your school) and the job search (ex: how to apply even if the company has no openings at the time). He also includes smart LinkedIn templates, memorable handwritten notes, the outline for a powerful one-page resume and a fresh cover letter strategy with a focus on storytelling. The second edition includes:- Four sets of classroom activities & teacher notes that correspond with select templates in the book (topics are networking, job search, LinkedIn and writing skills)- Updates to instructions for sending private LinkedIn messages- Updates to the email template on how to turn down a job offer

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