

Wait, How Do I Write This Email?

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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

Danny Rubin is an author and speaker trusted by students and working professionals for his practical advice on writing, networking and interpersonal skills.

Alongside his book, Wait, How Do I Write This Email?, Rubin leads hands-on workshops in which he teaches people how to improve their business writing skills.

Learn more about Rubin on his website, DannyHRubin.com, and follow him on Twitter at @DannyHRubin.

What Danny Rubin has created should be THE required career manual for every college graduate, young professional, savvy professional and basically anyone who communicates.
--Paul Angone, author of 101 Secrets For Your Twenties

Take one look at the table of contents, and you'll understand how much these templates could boost your career and help you build relationships. Read Danny's book-you're going to need it. --Dan Schawbel, bestselling author of Promote Yourself and Me 2.0

Relevant and practical -- a book you will turn to again and again. --Jenna Goudreau, managing editor of CNBC Digital

Other Books

ECult. In October 1998, the Concerned Christians mysteriously left Denver, Colorado in the middle of the night. Believing that America was Babylon and that Denver would soon be destroyed, the alleged "doomsday cult" left their comfortable lives, their loved ones, jobs, and homes, to meet the unreasonable demands of the cult leader. For a brief period of time, the highly publicized cult opened its invisible prison gates and permitted a few cult members to communicate with the secular world using email. Tormented by their absence, Betty J. R. Chavez struggled to convince her sister, Jan and Jan's millionaire husband John to return home and resume their rich life. Their email correspondence contained threats, accusations, persecutions, and finally a challenge. Betty acknowledged the aforementioned and accepted the challenge to analyze how Jan and John were tricked into joining the cult. She had to reach them before it was too late.

Bobbi and I sent separate emails to Jan to let her know Carol's new email account. On my subsequent telephone visits with Carol, she let me know that she checked her email and was waiting for Jan to write. She was disappointed each day ..."