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Wait, How Do I Write This Email?: Game-Changing Templates For Networking And The Job Search



Synopsis

Wait, How Do I Write This Email? is a must-have resource for college students, recent grads, entrepreneurs, people who make a late-stage career change and anyone else who needs to "get out there" and form new business relationships. In his comprehensive guide, career expert Danny Rubin provides more than 100 critical email and document templates for networking and the job search. With each template, Danny saves you time and takes the stress out of professional email writing. Page after page, Danny 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.

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Customer Reviews

Danny's tips on best practices for writing cover letters and resumes completely changed my approach to job applications. Several employers (including my current one) indicated that my cover letter was the reason they gave me a second look, from a pile of similar looking letters and resumes. His individualized system is easy to adapt, and frankly makes applying for jobs more about self exploration and finding a job that matches your best traits. Can't recommend it enough!

While this book is everything it is said to be--I'm pleasantly surprised that it's even more! It's an indispensable resource with its 'templates' for job-hunting communiqes. More than that, the author (Danny Rubin) provides tips on improving your writing through the power of storytelling and why

that's important. He even covers topics such as connecting with folks on LinkedIn and your LinkedIn profile, how and when to use the telephone instead of email or letters, and the importance of handwritten notes. For me, the WHY and WHEN is as important as the HOW--Danny does a good job of concisely explaining in what situations which type of contact is most appropriate. I am currently the Programming Co-Chair for PRSA (Public Relations Society of America) St. Louis chapter, and managed the annual Career Development Day event. After reviewing the book's contents, I booked Danny to be our keynote speaker and workshop leader for the event which included college juniors and seniors, professors and professionals. We included the book in the registration fee and not a single person had anything negative to say--either about the book or Danny's workshop. WOW! Highly recommend.

Danny Rubin is a Millennial wordsmith who knows what his fellow Millennials need to succeed. Other than public speaking nothing scares young professionals as much as written communication. The ability to communicate through memo or email, and not alienate colleague or client, is a much sought employment skill. Sadly, just 40% of U.S. high school seniors are proficient in writing in English (their native tongue!). "Wait, How Do I Write This Email" comes to the rescue. The Table of Contents is a cornucopia of how to advice for dozens of workplace and career situations. Page 78, "How to ask someone for career advice or direction," is a must know for all young adults. Not only are there templets, but the Deeper Insights moves the reader from helpful information to wisdom. Get a copy of this book, follow the templates, adapt each to your need or circumstance and you can be a fearless communicator, just like Mr. Rubin. Carol Christen, author What Color Is Your Parachute for Teens.

This book is fantastic. It teaches the reader how to be a more direct and effective communicator. The book provides a straight forward, no nonsense approach to writing. If you want to be taken seriously in the professional world, this book is a must read.

Ordered this book because I have been a long time follower of the News To Live By blog and have always found it very helpful. It combines some of the best advice from the blog with a bunch of new useful information. It is very well organized, everything is easy to find, and it provides a ton of useful information. In addition to templates for each letter/email/message/conversation, there are summaries of reasoning behind everything. I learned about some mistakes I have been making for years!

In so many cases, I have stared at a blank email or Word doc. How do I say this [insert thing here] that is going to have a big impact on my career? "Wait, How Do I Write This Email?" is THE resource that I find myself coming back to again and again. If you're looking for practical advice and strategies to be a more attractive applicant or a more valuable employee, this book will be your new best friend.

This book was a lifesaver for me while power networking with investors out in Silicon Valley! Especially enjoyed the template about how to introduce two people who should know each other it is a great way to foster relationships. Thankful for the outlines for storytelling, and the advice on how to prepare for a Skype interview. The bonus chapter with was a great touch as well - Love the tips on how to add drama and sizzle to your resume. 5 Stars, Bravo Danny!

Bought this for my daughter, but I began reading it and wow I'm surprised how much great information is jammed packed in this book. It's an easy read making it simple for anyone to pick up and grab helpful information in a few minutes. This book touches on many areas that we all could use as a refresher for daily personal and professional use. Very glad I purchased it and it has truly been helpful to my daughter as she begins her professional career.

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