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# Wait, How Do I Write This Email?



## **Synopsis**

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

## **Book Information**

Paperback: 272 pages

Publisher: News To Live By; 2nd edition (October 4, 2016)

Language: English

ISBN-10: 0996349928

ISBN-13: 978-0996349925

Product Dimensions: 5.9 x 0.7 x 8.9 inches

Shipping Weight: 8.8 ounces (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 stars 63 customer reviews

Best Sellers Rank: #49,801 in Books (See Top 100 in Books) #4 in Books > Business & Money > Job Hunting & Careers > Job Markets & Advice #13 in Books > Business & Money > Job Hunting & Careers > Resumes #29 in Books > Business & Money > Job Hunting & Careers > Vocational Guidance

## **Customer Reviews**

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

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](http://DannyHRubin.com), and follow him on Twitter at @DannyHRubin.

I work with Millennial high school and college students, and I'm very glad this book has come along. It has already been helpful in supporting my students--and me--in developing better professional communication skills. I especially appreciate Rubin's advice on eliminating "filler" words like "amazing," "definitely," and "literally." I'd say the book is "definitely amazing," but I guess I'll just stick with relevant, insightful, and accessible.

Just got a call today from an accounting firm CohnReznick, who I have been "courting" (love this word) and a couple of days ago emailed them my resume and cover letter. They have offered me a internship/ position with their firm after I graduate in December of 2018. I have to first God and then thank then my business professors and career services at VWC. What I feel really help was Danny Rubin's book tilted "Wait, How Do I Write this email?" The book overall stresses professional development. It made me more aware of how I am portraying myself to potential employers online and via email. I used the Networking Template: relationship building template which inspired me to be more intentional regarding fostering very healthy relationships with faculty and staff at my school. Also with alumni who have come back to give talks to other clubs I am involved with. Lastly I plan to use The Power of Stories Template to prepare for interview questions. Below are pictures from when Danny came to do a free workshop for , Phenomenal Woman, a club I was the acting President for this past school year. He was nice enough to come on a Monday night at 8pm. Everyone please support if you can and invest in yourself. Another member and I have seen the benefits within this past semester, who both have gotten jobs and internships using this resource.

I find this book to be invaluable, but for other than its intended purpose. I am on the other side of the desk from most of the people buying this book. I am the managing partner of a medical practice,

and frequently review resumes and conduct interviews of prospective employees (from receptionists to managers to vendors to subspecialist physicians). While I like to think that I am very well trained in the practice of medicine, I have absolutely no training in business and mostly rely on instinct to guide me. Danny Rubin's book, as well as his blog site, NewsTo LiveBy, have helped me to understand some of the specifics of why I might find one interaction superb and another less than satisfactory. It also keys me in to what should be happening during this process, as opposed to what I might wish would happen. To me, this is critical. I don't want to turn away otherwise qualified candidates because of what may be a blatant but trivial faux pas, nor do I want to waste my time on someone unqualified merely because they can 'play the game'. I now have a clearer insight into the process, and this has been extremely helpful. I continue to be dismayed at how poorly most applicants go about the job seeking process; now that this book is available my tendency to cut people slack for not knowing how to apply for a job may begin to diminish. I will say that, as in most things, there are other ways to accomplish the same objective, but the advice in this book is solid. Having the talent to do the job for which you are applying does not necessarily mean you have the talent to apply for the job (The converse is also true, most notable in many elected officials who campaign very well but govern very poorly. But I digress.). This book is your 'leg up' for that endeavor, following the advice put forth here will give you a chance to be judged on your merits. Ignore that advise at your peril.

Mr. Rubin's book is simply brilliant. I have spent quite some time applying for jobs and I have purchases other books and read a lot online but this resource by far has proven to be the best. I do not have a problem socializing with people, but in a professional setting, I struggle with what is appropriate, professional or how to best set myself up for success. Mr. Rubin's book covers topics I overlooked in the job search/networking. The first chapter: "How to Write Everything better", sets up the rest of your writing for success. After applying these tips to my cover letter, the flow and style of my letter has transformed. The book addresses how to write better emails, networking templates, job search templates, graduate school templates, LinkedIn templates, effective resumes and cover letters, etc. But what this book has done so well is address the different situation any applicant is in (whether it is a recent graduate, unemployed, how to ask if a company has received your application, how to respond in X scenario, how to network with someone you met at a job fair, etc.). There are factors in the job search that I did not know one could improve on in order to land the job. This book brings out those factors and shows you how to execute. This is a MUST read!

I started following Danny Rubin's blog, News To Live By, after hearing him speak at our All Campus Career Services Meeting in Virginia Beach. I purchased "Wait, How Do I Write This Email?" and highly recommend it to anyone searching for a career. The extra spark added to the email captures the employer's attention. Please accept this review as a strong testimonial to Danny Rubin and his game changing book. Patricia Metcalf, Career Services Advisor . ECPI University | 1001 Keys Drive #100 | Greenville, SC 29615.864-288-2828 | pmetcalf@ecpi.edu | (...)

This book was such a great find. It clearly and succinctly explains how to write great emails for every situation. It is also filled with great networking and job search insights that people at all levels of their career will find useful. In addition to being a great resource, it is a pleasure to read and surprisingly engaging. It is much better than the other similar books I have purchased in the past. Instead of a bunch of business jargon, it is written in terms that I could easily understand and apply. I gave a copy to my brother, and he loved it so much that I ended up buying one for myself too!

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