



# Writing on the Job: Quick, Practical Solutions to All Your Business Writing Problems

*Cos Ferrara*

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## **Writing on the Job: Quick, Practical Solutions to All Your Business Writing Problems** Cos Ferrara

Here is a one-stop resource designed to solve virtually any writing dilemma - covering a wide range of business documents including letters, memos, resumes, proposals, requests, and instructions. In addition, it contains useful tips on collecting information, organizing material and getting started, even when faced with a case of "writer's block". The book includes suggestions for sprucing up the look of documents and using visual cues to make key points jump off the page.

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