

Write down a Letter of ordering Goods?

500 Nidal St.
Baghdad, Andols Cir.
Iraq

Mar29,2018

Ali Ibrahim
300 Al-Ashar St.
Basrah, Iraq.

Dear Mr. Ibrahim,

My name is A. Student, I would like to order 13 oriental lampshades from your catalogue. Their item number is 1234. They are listed at \$10 each.

I have included a certified check for \$130. That should cover the cost of the lampshades.

Best wishes

A. Student

Write down a Cover letter as student to apply for job?

To whom it may concern

Dear Human Resource Manager,

I am very interested in the job opening regarding the position in Baghdad Company, I'm currently a student in the Al- Esraa university college at business administration department , I demonstrate exceptional attention to details, great work ethic, excellent communication skills, and knowledge in administrative functions.

Please find attached my resume and a proof of experience.

Thank you for your time. I look forward to meeting you.

Sincerely,

A. Student

enterprise	مشروع
entity	كيان
unique	فريد
competitors	المنافسين
business concept	مفهوم الأعمال – فكرة الاعمال
Acknowledgment Letter	رسالة شكر وتقدير
commercial benefit	فائدة تجارية
Components	المكونات
external parties	اطراف خارجية
prospective customers	العملاء المرتقبون – الزبائن المتوقعون
stationery paper	ورق القرطاسية
layout of a business letter	تخطيط خطاب الاعمال – هيكلية خطاب الاعمال
paragraphs	الفقرات نصية
Letter of Recommendation	رسالة توصية
Letter of Resignation	رسالة الاستقالة
Complaint Letter	رسالة الشكوى
Follow-Up Letter	رسالة المتابعة
the complimentary close	تحية الخاتمة
Business communication	علاقات عمل – تواصل الاعمال
Recipient address	عنوان المستلم