



PATHFINDER: LETTER WRITING

REFERENCE BOOKS

Emily Post's Etiquette (R/395/P857ep; 395/P857ep) Check the Index UNDER: Addresses, Letters

Lifetime Encyclopedia of Letters (R/808.6/M612li; 808.6/M612li)

FULL TEXT

In MasterFILE Premier (some full text) UNDER: business letters; cover letters

In WilsonSelectPlus UNDER: business letters; cover letters

BOOKS

Online Catalog UNDER: Business Letters; Commercial Correspondence; Cover Letters; Forms of Address; Letter Writing; Letters

Browse the following areas: 395 (for books on etiquette that may have information about letter writing); 650.142 (for cover letters; also, resumes); Literacy 808; 808.066651 or 651.75 (for business letters); 808.6 (for all kinds of letters)

The Niles Library has a number of books about writing letters. Listed below are a few examples.

Cover Letters that Knock Em Dead (650.142/Y31cl)

Encyclopedia of Business Letters, Fax Memos, and E-mail (651.75/B661en)

How to Write Complaint Letters that Work! (381.33/W529ho)

How to Write Love Letters (808.869354/L911ho)

Over 300 Successful Business Letters for All Occasions (651.75/B711ov)

Shocked, Appalled, and Dismayed: How to Write Letters of Complaint that Get Results (381.3/P558sh)

Writing Thank-You Notes: Finding the Perfect Words (395.4/G656wr)

(If a book is checked out, one of the reference librarians can put it on hold for you.)

Note:

To find addresses, you may want to use:

<http://www.switchboard.com>

Reference USA (online database)

For addresses where you can contact famous people, you may want to use:

V.I.P. Address Book (R/920.0025/V811)

Who: A Directory of Prominent People (R/920.0025/W628)

Who's Who in America (R/920.073/W628wh)

For addresses of colleges, universities, and vocational schools, check books in the R/374-R/378 area.

To find zip codes, check

<http://zip4.usps.com/zip4/welcome.jsp>

To find forms of address, the following books may be helpful:

Forms of Address (R/395.52/F726)

The Gregg Reference Manual (R/808.042/S116gr; 808.042/S116gr)

NOTE

This pathfinder was prepared to assist you in locating materials. If you have any questions or require assistance, please ask a Librarian on duty.

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Niles, Illinois 60714
(847) 663-1234

Reference Services: (847) 663-6603 or (847) 663-6604
7/2005; Rev. 1/2007; 7/2008; 7/2009; 3/2010