Effective Business Writing

Helen Oloroso, Assistant Dean of the MCD, will discuss several important topics of business correspondence:

• Cover Letters
• Letters of Acceptance / Rejection
• Letters of Resignation
• Email Etiquette

Helen Oloroso administers the Co-op and Internship Programs at McCormick, and has administered co-op programs at three other Chicago area institutions of higher education.

When: Wednesday, July 20th
12:00 – 1:00 p.m.

Where: Ford ITW Classroom

Extras: Lunch will be provided

For an estimated count of attendees,
Please RSVP by Tuesday, July 19th to http://www.surveymonkey.com/s/MCDBusinessWriting