Simone Janson (ed.)



Increase Sales & JobSuccess with good Writings



Convince people, Word skillfully Concepts
Protocols Memos eMails & Business Letters,
Learn How to do Content Social Media
Marketing

Best of HR - Berufebilder.de®

Increase Sales & Job-Success with good Writings

Convince people, Word skillfully Concepts Protocols Memos eMails & Business Letters, Learn How to do Content Social Media Marketing

Simone Janson (ed.)

Published at Best of HR – Berufebilder.de®

Table of Contents

•			•		
11	m	11	1	ın	1
ш	ш	ւբ	11	ш	Ц

Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Information as desired with Membership Discounts, eCourses, Workbooks, and custom, individual eBooks

Successfully use the AI Extension to the Book for your Goals and to make Money

Experience Success and Inspiration: Discover your Way and support Sustainability

The basics of social media: information and big data // By Katharina Antonia Heder Google and SEO - The Best Argument for Content Marketing: 10 Tips for Online Marketing // By Simone Janson

Free PR and marketing in 10 steps: Write and format press releases // By Prof. Dr. Martin-Niels Däfler

Leadership satire: Write log // By Stefan Häseli

Content Marketing or what SEO, Google and the Matrix have in common: A white rabbit // By Jennifer Dühnfort

Writing a memo in 8 steps: goal setting, priorities, style // By Simone Janson

The perfect application letter - 8 tips: class instead of mass! // By Olaf Kempin

Write log in 9 steps: history and result // By Prof. Dr. Martin-Niels Däfler

Viral Content and Reach Marketing: 3 X 3 Tips // By Anne M. Schüller

Personal branding and marketing: more visibility through corporate blogging // By Katharina Daniels

Write advice texts: Always oriented to the reader // By Simone Janson

Customer-oriented sales: 7 impulses for sales managers // By Daniel Weinstock

Writing letters for professional success: 10 steps to perfect wording // By Prof. Dr.

Martin-Niels Däfler

New customer acquisition with digital support: sales and social media // By Sandra Schubert

Article really good Writing in 9 steps: Formulate ready for print! // By Prof. Dr. Martin-Niels Däfler

eMails Write well and formulate clearly: 7 steps // By Prof. Dr. Martin-Niels Däfler Creating concepts under time pressure // By Simone Janson

Conclusion: How to expand your Knowledge and Experience with interactive AI and discounted Add-on offers for free.

Authors Overview

Katharina A. Heder

Professor Dr. Martin-Niels Däfler

Stefan Häseli

Jennifer Dühnfort

Olaf Kempin

Anne M. Schüller Katharina Daniels Daniel Weinstock Sandra Schubert Simone Janson

 $\frac{Profound\ Expert\ Knowledge,\ Quality\ Assurance\ and\ AI:\ The\ Concept\ of\ Publisher\ of\ the\ Year\ Best\ of\ HR\ -\ Berufebilder.de{\mathbb R}}$

Appendix: Tips and Prompts for using the AI Extensions

Imprint

The German National Library lists this publication in the German National Bibliography; detailed bibliographic data are available on the Internet at https://dnb.dnb.de.

ISBN of the German eBook edition: 9783965960367

ISBN of the English eBook edition: 9783965960374

German website of the publisher: https://berufebilder.de

English website of the publisher: https://best-of-hr.com

Increase Sales & Job-Success with good Writings

4th completely revised and extended edition, 10.01.2024

©2024 by Best of HR – Berufebilder.de®, eine Marke der Janson Pressgroup Print & Online

Herausgegeben von Simone Janson

Duesseldorf, Germany

Concept, editing, graphic design & layout: Simone Janson

Cover design with Canva

eMail: publisher@best-of-hr.com

For your <u>successful</u>, <u>fulfilling life</u>, the information you truly need: State-funded publisher, awarded the Global Business Award as <u>Publisher of the Year</u>: <u>Books</u>, <u>magazines</u>, <u>eCourses</u>, <u>data-driven AI services</u>. Print and online publications, along with the latest technology, go hand in hand - with over 20 years of experience, partners such as the <u>Federal Ministry of Education</u>, customers like <u>Samsung</u>, <u>DELL</u>, <u>Telekom</u>, or universities. Behind it all is <u>Simone Janson</u>, a German <u>Top10</u> blogger, referenced in <u>ARD</u>, <u>FAZ</u>, <u>ZEIT</u>, <u>WELT</u>, <u>Wikipedia</u>.

All books are published in German and English. We take our responsibility to deliver well-researched and reliable information very seriously. Therefore, the publisher follows a dedicated concept for quality assurance and compilance, where the expertise of renowned experts goes hand in hand with the latest AI technology for information analysis and text optimization. If you have any further questions, you can read the corresponding chapter at the end of the book.

All works of the publishing house Best of HR - Berufebilder.de®, including their parts, are protected by copyright. Any use outside the narrow limits of the copyright law is not permitted without the consent of the publisher and the author. This applies in particular to the electronic or other reproduction, translation, distribution and making publicly available.

Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT**, **Süddeutsche**, **personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at https://best-of-hr.com/press/.

Renowned experts from various fields - overview in the table of contents - have compiled their expertise and experiences to provide you with valuable insights and advice, practical and condensed. As a reader, you will also receive working materials as part of your book purchase, which you can download for free at https://best-of-hr.com/academy/. In addition, workbooks are available to help you reflect on the inspirations from this book.

All readers who are looking for individual solutions also have the opportunity to use the AI extensions and consulting tools free of charge within the framework of AI Extended Books, for which we usually charge a monthly subscription fee. Our interactive success advisors and other AI-supported tools are at your disposal to provide you with tailored advice and recommendations that are tailored to your individual needs. Use these tools to drive your success and achieve your personal goals.

In addition to this wealth of inspiration, we want you to experience and enjoy your success: As a reader of this book, you will have access to a variety of exclusive services that will help you live well and successfully according to your wishes: from inspiring reader trips, where you have the opportunity to discover new places and exchange ideas with like-minded people, to lifestyle products that are

specifically tailored to your needs, we want to ensure that you make the most of this reading experience.

Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Briefly and concretely this is your benefit from this book: You support certified climate protection projects, quickly receive compact information and checklists from experts as well as access to AI extensions and the possibility to individually live your inspirations as an experience. Because whether sales, marketing, social media or storytelling: Almost everywhere in everyday work you need excellently formulated texts that help you to reach, move and convince other people. This even applies to business letters, memos or minutes. This book shows what to look out for.

You will receive valuable resources through this <u>unique publishing concept</u> that will enhance your knowledge, stimulate your creativity, and make your personal and professional goals achievable. This allows you to discover new ways, expand your thinking, and improve your skills to experience success. You will receive concrete advice, proven methods, and strategies to overcome challenges and overcome obstacles. By providing specific action steps and practical guidance, you will learn how to define your goals and develop plans to progress step by step. The clear structure and our special, highly detailed table of contents support you in quickly finding the desired information and implementing it directly into practice.

This is not only contributed by the expert articles of renowned experts but also by numerous inspirations from successful managers, entrepreneurs, and other exciting personalities. Their stories and experiences serve as vivid examples of how challenges can be overcome and goals can be achieved. Through their inspiring narratives, you gain insights into proven strategies and practices that you can apply to your own situations. Different, and potentially contradictory, aspects of the topic are deliberately addressed. This allows you to examine, reflect on, and weigh the various pros and cons optimally. This ultimately enables you to gain different perspectives and improve your knowledge to develop a deeper understanding of complex topics and find innovative solutions.

Information as desired with Membership Discounts, eCourses, Workbooks, and custom, individual eBooks

Under the motto *Information as desired*, we also provide you with exactly the information you have been looking for. The book also includes an e-course with a worksheet for you to work through, which you can receive for free as a reader in our Academy at https://best-of-hr.com/academy/. You can find out how to access it in the book's conclusion.

Our Academy offers you the opportunity to continuously expand your knowledge and skills and engage with like-minded individuals. By participating in our online courses and interacting with experts and other learners, you can achieve your professional goals and advance your personal success. We believe that inspiring experiences and continuous learning are the keys to long-term success. Therefore, we invite you to explore our Academy and benefit from the diverse learning opportunities.

In addition, the Workbook Success Planner is the perfect complement to the guidebooks. This workbook helps you successfully implement the inspirations and tips from our books, step by step and day by day, whether it's about career goals, decision management, or financial planning. You can either print the Success Planner yourself or order it as a bound book. Each workbook comes with a free eBook.

Do you want a personalized eBook topic or an e-course on a specific subject? You can also find that in our publishing house at https://best-of-hr.com/publisher/. We will create your personalized eBook on a topic of your choice upon request. In the Academy of Best of HR - Berufebilder.de®, you will also find email courses with individual assignments, personal support, and certification.

As a book reader, you not only have the advantage of gaining information and new insights but also enjoy financial benefits that come with purchasing our books. As a newsletter subscriber or registered member, you will receive a 50% discount on all e-courses and a 20% discount on all other books as a member edition. You can find the books at https://best-of-hr.com/shop/books/. The coupon code is sent weekly via the newsletter. Additionally, there is the Premium Membership, a paid flat rate for one year, which includes all learning materials, downloads, and premium articles.

Successfully use the AI Extension to the Book for your Goals and to make Money

For those seeking further individual guidance and services, our concept of *AI Extended Books* offers the potential to analyze information, gain valuable insights, and show paths to achieving your individual goals. By utilizing AI in your work or personal life, you can gain many benefits and work much more efficiently. Through our AI solutions, you will discover new ways to explore your horizons in innovative ways. And the best part is that this service is free for you as a book buyer. In the appendix of the book, you will find a detailed explanation and numerous application examples to facilitate your successful handling of AI.

Our interactive <u>AI-assisted consultant</u> is there to assist you with any questions regarding success, career, and personal development. Our <u>AI-eTutor</u> supports the learning experiences from our academy with individual exercises. And the interactive <u>travel planner</u> helps you plan individual moments of success.

One of the greatest strengths of AI is its ability to process large amounts of data and recognize patterns. By using machine learning algorithms, AI can learn from this data and make predictions. This enables you to make informed decisions, optimize your strategies, and even solve complex problems. Whether it's your

personal career management, optimizing communication processes, or improving work efficiency - AI can help you achieve your goals more effectively.

With the AI tools from Best of HR - Berufebilder.de®, you can even earn money. This is done through an affiliate program, a marketing strategy where companies collaborate with affiliates to promote and sell products or services. Affiliates are individuals or companies that act as partners and receive a commission for every sale or action they generate. To participate in our affiliate program, please register for our partner program.

Experience Success and Inspiration: Discover your Way and support Sustainability

But that's not all! We want to offer you a very special opportunity that will make your journey to personal growth and success even more unforgettable. Because we know that it's not just about reading, but also about experiencing and applying what you've learned. That's why we want to offer you exclusive vouchers for suitable trips and other items that perfectly match your chosen guide. To achieve this, we work with numerous network partners in accordance with our compliance guidelines.

So imagine putting the inspiring wisdom of your book into action while creating unforgettable memories at the same time. Whether it's a relaxing break at a wellness resort, an adventurous trip into nature, or a workshop that further develops your skills - with our specially selected vouchers, you can put what you've learned into practice directly and enjoy unforgettable experiences at the same time.

Let yourself be inspired by our guides and discover the possibilities that await you. Because we believe that true change doesn't just happen in the mind, but also in the heart and in action. So get ready to elevate your life to a new level with individual moments of success and make your dreams come true. By the way, 5 percent of your purchase goes to non-profit organizations that are dedicated to projects such as reforestation and climate protection.

So you see: from cost savings to access to knowledge and education, to the opportunity to experience and live your own successes, to inspiration for entrepreneurial activities, and the possibility to earn money with our publishing house - reading our books can provide you with financial benefits in various ways.

The basics of social media: information and big data // By Katharina Antonia Heder

I am always amazed when people explain how social media works and forget the core of their actions. In fact, social networks, which can be regarded as the core of the exchange formats supported by technology, are merely a consequence of another circumstance.

What is really changing through social media

Whoever tries to explain social media must first recognize one thing: the transformation, which then finds expression in social networks, begins earlier. It starts with the introduction of the Internet.

What is changing is not just the form of exchange - chat rooms and communities also existed before Facebook - or the availability of data. What is behind it is a different understanding of information gathering.

After the Google boom came the questions

When we launched the internet from CDs and modems, when the content was still standing side by side and no one was seriously worried about privacy and co., Back in those days, search engines got value. The goal was to better sort the Internet and the mass of information.

In this respect, the first entrepreneurs tried to jump on this trend and to use measures to improve the searchability. At the same time, Google, as the largest search engine at the time, tried to work out the results by relevance.

The core of Big Data

So big data is not a question of the newer days, but it is subject to the economic change of the Internet: So in the first place, one thing has changed - the way we get content that we are looking for. This also distinguishes the way information comes to us - even if we are not actively looking for it.

At the same time, this also involves the question of how Google actually works. The first discussions about data protection and the question of how to deal with this prefiltering started out at an early stage, but were always more aware of the new developments.

I just wrote that big data is not a new invention, so if we're thinking about how to get content into shape so that it moves and reaches people, then the first step is to know how people get information.

Content needs form, this must be considered

Only then does it even appear to be possible to think about the content as such, since the conditions that they are subject to as mediation bring restrictions with them: Whether this is the EDGE Rank at Facebook or the length of content on Twitter - content needs a form and this must be observed.

This example explains the complexity of the topic: Although I am part of the generation that grew up with the Internet (I have experienced and tried Napster, VoIP chats and communities), I was by no means as aware of it as my current one Work with Facebook and Co. has simplified.

The importance of monitoring

However, that is a problem: if the interaction does not work, it does not even have to be content, but it is also conceivable that the technical functioning is crucial for failure.

Conclusion: Monitoring and data are not a companion

Exact evaluation is good for the content

Let us recall the discussion of the anticyclical posting about 2 years ago: The idea is that content is particularly well perceived if it is not shared at the core times of others.

The recent developments on these considerations indicate that an accurate evaluation of the activity of their own followers should be particularly good for content. No matter how one might argue, one must acknowledge that monitoring and the data thus gained are part of a strategy.

Who wants to position content, must know how to spread

This is not just the case for strategies, but to test them for their validity, to adjust things when there are indications that they have added value.

In short, if you do not understand how information is spread, you will be hard pressed to position your content well - that is part of the management of new media. It is time that these findings also influence the various training and further education.

How to convey information to an informed world?

Perhaps this is also the moment when there should be further training for advanced social media managers, which should focus on such topics: