

Peer-graded Assignment: Complete Monica's Email

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ASSIGNMENT 2

Submitted on August 21, 2020

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PROMPT

Complete the subject line. Think about length and clarity of purpose.

Monica Moore : ABC Inc. Job Applicant

PROMPT

Complete the greeting. Remember the greeting should be formal and directed appropriately to the reader.

Hello ,

PROMPT

Complete the controlling idea. Remember the controlling idea expresses the purpose of the email.

I went through your job requirements and, I found it to be applicable and best suited for me . As I have a work experience of xyz years in required field.

PROMPT

Complete the conclusion. The conclusion should include words of appreciation or words that can leave a positive final impression.

Please Find the Attached required Curriculum Vitae for more details.

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