EMAIL TEMPLATE

Directions: For this assignment, You will complete the following email template using information from the job advertisement and class discussion. Make sure you are using proper spelling, grammar and punctuation throughout your document.

New Message

To: Susan.Kiesner@financialplusfcu.org

From: austinisaman7@gmail.com

Subject: Interview follow up for Programmer Analyst position - October 27

Dear Ms. Kiesner,

I want to thank you very much for interviewing me on October 27th for the Programmer Analyst position you described. I enjoyed meeting you and learning more about Financial Plus Credit Union.

My enthusiasm for the position and my interest in working for Financial Plus Credit Union was strengthened as a result of the interview. My programming class at the Jackson Area Career Center, attention to detail, and ability to define problems, have prepared me well for the Programmer Analyst position. I am especially interested in the testing of programs; and the coordinating and observing and beta testing new of updated programs you mentioned. I would welcome the opportunity to contribute to your company.

I enjoyed meeting you and your staff and look forward to hearing from you soon. If I can provide any additional information, please feel free to contact me by email at austinisaman7@gmail.com or by phone at (517) 343-9132.

Thank you again for your time and consideration.

Sincerely,

Austin Isaman

Send