***Homework: Professional emails***

***Email N°1:***

From: [brandon.vanbellinghen@student.vinci.be](mailto:brandon.vanbellinghen@student.vinci.be)

To: [job.application@squareenix.com](mailto:job.application@squareenix.com)

Subject: for the post of a programmer at Square Enix

Ladies, Gentlemen,

I am sending you this email to apply for the position of a programmer at Square Enix.

From some professional experience, I have acquired rigour, discretion, autonomy, and organisational skills.

sense of organisation. Furthermore, I have a perfect command of computer tools. I have excellent interpersonal skills and a certain spirit of initiative.

I particularly appreciate teamwork and it is by relying on these assets that I hope to carry out the missions

I hope to successfully carry out the missions that will be entrusted to me.

I also have experience in the world of work as I have already had several student jobs in different fields. I was able to acquire a certain autonomy as well as a real capacity for adaptation. I also have teamwork in my different student jobs.

Naturally smiling, friendly and a good listener, I like the job of programmer for the

the diversity of tasks and encounters related to teamwork.

Able to work long hours, I am very flexible in terms of schedule and am available

I am available during the week and at weekends.

You will find my CV attached to this letter, which will enable you to analyse my profile.

profile and I am of course available for an interview which will allow me to explain me

detail my assets and my motivation.

Yours sincerely.

Mister Van Bellinghen Brandon

***Email N°3:***

From: VanBellinghen.b @fantasygaming.com

To: lambert.n@fantasygaming.com

Subject: Request for a meeting to discuss problems with the Translanet software

Dear Nicoles,

I hope you are well

I have received your e-mail about the problems with the Translanet software.

I am willing to discuss with you, to solve the problems you have identified such as price lists and language combinations of translators not appearing correctly.

I have looked at my schedule, I will be available on Friday 21st October between 1 pm and 2 pm. If you don't have anything scheduled for that time, send me an email to confirm our appointment so that we can resolve the problems as soon as possible.

Looking forward to seeing you.

All the best

Brandon