B2—Professional Communication

3 emails

Correspondance follow-up for a job application

B2 3emails

Instructions

For this project, you will draft three emails to apply for a software developer internship at Innovatek (as advertised below).

1.   The first email will highlight your motivation for the role and will include your resume as an attachment (do not write the resume, just the e-mail accompanying it)

2.   The second email will be a follow-up to inquire about the status of your application.

3.   The third email will be sent in response to the acceptance or rejection of your application.

These emails should be written using a word processing software and **delivered as a single document** saved as a .PDF file and delivered through GitHub (see below « file naming » and « delivery method »). **Do not send them by email.**

You must write your emails using the language of the campus you are registered to. For example, you will write in French if you are registred in any french speaking campus.

You application **must respond** to the fictious job advertisement below :

Title: Computer Developer Internship at Innovatek

Company:

Innovatek is a rapidly growing, leading company in the financial technology field. We are proud of our global presence, with branches in multiple countries around the world. We are looking for an invested, diligent, talented, and passionate intern to join our team of developers.

Duration:

This 6-month internship will begin in June and end in December.

Location:

Our headquarters is located in Paris, France.

Responsibilities:

- Participate in the design and implementation of new projects
- Contribute to the optimization of existing applications
- Assist senior developers in resolving bugs
- Participate in technology watch to stay up-to-date with the latest industry trends.

We are seeking:

Timely delivery of deliverables is a crucial challenge in the maintenance of development schedules, and Innovatek places great importance on meeting deadlines. You have a particular appetite for project management and team work and functional aspect. You are recognized for your rigor and reliability. You are organized and have a high level of responsibility and are able to handle sensitive data.

Requirements:

- Student in computer science or recently graduated
- Knowledge of Java and C++
- Knowledge of web development is a plus (JavaScript, HTML, CSS)
- Passion for technology and constant learning
- Diligent, organized, reliable
- Excellent communication and teamwork skills.

We offer:

- A stimulating and collaborative work environment
- Opportunities for training and professional development
- Exciting projects and technological challenges in the finance field
- Competitive compensation.

If you are interested in this computer developer internship at Innovatek and meet the requirements above, please do not hesitate to send us your application.

Please send your resume to Maurice Landais, maurice.landais@innovatek-fictif.fake.

Reference number: STG42513

Read the following page to know about the project assessment, file naming and delivery method.

Project assessment:

Your project will be evaluated on your ability to meet the following expectations:

- **Skill #1—compliance with standards .** These three emails must adhere to the standards of professional email writing, including courtesy formulas and a complete professional signature. The header should be present and complete, including a clear subject line and properly named attachment.

- **Skill #2—relevance and impact.** Your application must show that you have read and analyzed the internship ad you are responding to. It should follow the structure of a motivational message.

- **Skill #3—language skill.** Your three emails must be written in a smooth, clear, and easily understandable style. Spelling must be flawless.

- **Skill #4—suitable vocabulary and tone.** Maintain a polite and professional tone throughout the exchange. Avoid expressing criticisms or putting pressure on your interlocutor. Instead, opt for a gentle and diplomatic follow-up. A non-technical speaker should be able to understand your message effortlessly.

- **Skill #5—page layout.** Your emails should be composed in paragraphs and line breaks should be placed appropriately.

How to submit your project?

Time limit

Check the intranet to know the deadline you have to follow.

File naming:

B2-3emails.pdf

Delivery method:

Github