

REYMARK GOLES

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Subject: Submission of Professional Portfolio (Website Development)

Dear Sir Amante,

I hope this message finds you well. I am pleased to submit my Professional Portfolio for the Business Correspondence course, which I have developed as a fully functional website using HTML, CSS, and JavaScript. While the initial instructions suggested creating the portfolio on Google Sites, I took the initiative to develop the website from scratch, as I felt this would allow me to better showcase my skills and passion for web development. I believe this approach also enabled me to craft a more personalized and dynamic experience, rather than relying on a template-based platform.

The website includes several sections, such as a Home page, Resume, examples of Business Writing Letters, my Reflection on the course, and a Contact page. Each section has been thoughtfully designed to reflect the objectives and concepts explored throughout the course.

I trust that this portfolio will meet the expectations for the course, and I sincerely hope that it conveys not only the required content but also my commitment to producing high-quality work. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you very much for your time and consideration. I look forward to your feedback and am eager to learn from your insights.

Sincerely,  
Reymark Goles