Before:

# Write an email where you need to share your daily task progress to the QA manager.

**Subject:** **Daily task progress report.**

Dear sir,

I hope this email finds you well. I wanted to provide you with an update on my daily tasks & progress for today.

* Today, I focused on testing the new build of baghchal. I performed exploratory testing & found few major bugs related to bots in the game. I logged the issue & submitted it for resolution.
* Additionally, I dedicated my time on researching on effective email writing techniques & effective communication skills. I practiced writing few emails before & after the research to see my progress.
* I explored the template documents for QA used in Spiralogics.

Overall, the progress has been stable & I didn’t have any major problems performing these tasks. If you have any feedbacks, please let me know. Thank you & I look forward to your guidance.

Best regards,

Sijan Dev

QA Intern

# Write an email to client where you need to provide the sprint-1 progress made so far. (Include both dev task, QA task)

**Subject: Update on Sprint-1 progress.**

Dear Sir/Ma’am,

I hope this email finds you well. I wanted to provide you with an update on the progress we've made so far in Sprint-1 of Baghchal.

**Development Tasks:**

* Our dev team has successfully completed the implementation of the “Play with friends” feature. It is ready for testing.
* Our dev team has also resolved several bugs reported during exploratory testing.

**QA Tasks:**

* Our QA team has made test cases for the newly developed “Play with friends” feature as well as for the fixed bugs.
* Our QA team already performed exploratory testing & has started functional testing of the above-mentioned feature & regression testing for the fixed bugs.
* Our QA has been updating all the test documents accordingly for future reference.

We’re pleased to inform you that we’re on track with Sprint-1 timeline. Both dev & QA teams have been working to satisfy your specified requirements. Thank you for your collaboration. Should you have any concerns, feel free to contact us at any time.

Best regards,

Sijan Dev

QA Intern

Spiralogics, Inc.

# Let's say you won’t be able to attend the daily standup meeting due to some reason, however you will be available at office around 10:00 am. Now write an email to the project lead explaining the reason that you won’t be able to join the daily standup meeting which is scheduled at 9:00 am.

**Subject: Unable to attend daily standup meeting.**

Dear Sir/Ma’am,

I hope this email finds you well. I am writing to inform you that unfortunately, I will not be able to attend the daily standup meeting scheduled for 9:00 am today.

Due to a personal appointment for my regular eye-checkup, I will only be available at the office starting from 10:00 am. I want to assure you that I will catch-up on the meeting as soon as I arrive at the office.

Thank you for understanding & apologies for any inconvenience that this may cause.

Best regards,

Sijan Dev

QA Intern

# You want to send your resume to Spiralogics International after looking at their vacancy for the position -Mid-level QA, write an email for this.

**Subject: Application for Mid-level QA position.**

Dear Sir/Ma’am,

I hope this email finds you well. My name is Sijan Dev, and I am writing to express my strong interest in the Mid-level QA position at Spiralogics.

I am eager to contribute my skills and passion for quality assurance to your esteemed organization. As a proactive and dedicated individual, I believe that my background aligns perfectly with the requirements of the role.

Allow me to provide a brief overview of my qualifications. I am currently pursuing a degree in Computer Engineering at Purwanchal Campus, TU, IOE, Dharan. Throughout my academic journey, I have gained a solid understanding of software development life cycle as well as knowledge of software testing life cycle. Additionally, I have completed course works that specifically focuses on software testing.

I have also worked as a QA intern at Spiralogics, Inc for 3 months starting from February, 2024. I performed manual testing for projects like Baghchal. I worked with technologies like Selenium, Postman, Jmeter & test rail. I got experience working in an agile environment.

Please find attached my CV & a relevant work, which provides more comprehensive details about my education, projects, and relevant experiences. I would greatly appreciate the opportunity to discuss my candidacy further in an interview, where I can elaborate on my skills and enthusiasm for joining your team.

Thank you for considering my application. Should you require any further information or have any questions, please feel free to contact me at [devsijan001@gmail.com](mailto:devsijan001@gmail.com) or 9807335404.

Sincerely,

Sijan Dev

After:

# As an intern at Spiralogics international, write an email with a minimum of 70 words and a maximum of 100 words using the following phrases to your internship Project Manager, Mr.Dipendra, informing about the progress that you are making and some difficulties that you are encountering.  Outline:  Thank - challenging - progress - tight - schedule - support - report - analytics - guidance - access - doubt - requirements – design.

**Subject: Progress update & request for your guidance.**

Hello Dipendra dai,

Thank you for your support during my internship. I am making progress on the analytics report, but I’m facing some challenges due to the tight schedule.   
I would appreciate your guidance on accessing the requirements for the design.  
Your support is important in overcoming these difficulties. Could we discuss this further at your earliest convenience?

I look forward to hearing from you soon. Thank you.

Best regards,

Sijan Dev

QA Intern

# Suppose, your client Kathryn Sapp reported that she is facing some issue while adding a case. But when you test/verify it on your end it is working fine. How will you respond to such scenario to the client? Write an email responding the client.

**Subject: Re: Issue with adding a case.**

Hello Ms. Sapp,

Thank you for bringing this issue to our attention. I understand how inconvenient this could be for you.  
Upon investigating the problem you reported & thoroughly testing, we were unable to reproduce the issue.  
Could you please provide us more details about the issue you encountered? Any specific steps or error messages you received would be helpful for us. Moreover, if possible, could you try again & let us know if the issue persists?

We want to assure you that we’re committed to resolving this issue as soon as possible.  
Looking forward to your response.

Best Regards,

Sijan Dev

QA Analyst

Spiralogics, Inc.

# One of the projects of our office, let’s say Client of "MyISG" reported an issue on EFax. But when you went through the email, requirements were unclear. Write an email responding the client.

**Subject: Clarification Needed: Issue with EFax.**

Hello Mr. Chan,

Thank you for reaching out regarding the issue with EFax. We value your feedback & are committed to resolving any concerns you have.

Upon reviewing the issue, we noticed that the requirements for the EFax feature were not clearly defined.  
Could you please provide more details about the specific problem you encountered with EFax & what was the result that you expected? Any additional information such as error messages, screenshots, or steps to reproduce the issue would be really helpful.

Your input will help us better understand the issue & the requirements.

Looking forward to hearing from you as soon as possible.

Best Regards,

Sijan Dev

QA Analyst

Spiralogics, Inc.

# Suppose you as a project QA Lead of GBCare project. You had some questions or confusion on a module say GIS System and those queries were asked 1 week back but you did not get any reply on it. write a follow-up email to the client.

**Subject: Follow-Up: Queries regarding GIS System Module.**

Hello Ms. Sapp,

I hope this email finds you well.

I am writing to follow up on the queries and concerns I had raised regarding the GIS System module of the GBCare project approximately one week ago. As we continue to work on this project, it's important for us to address any confusions as soon as possible.

Unfortunately, I have not yet received a response to my previous email. I understand that you might be busy, but resolving these queries is crucial for the successful progression of the project.

Could you please take a moment to review my previous email and provide clarification on the questions raised? Your input is valuable in ensuring that we meet your expectations.

Thank you. I look forward to your prompt response.

Best regards,

Sijan Dev

QA Lead

Spiralogics, Inc.

# You are the QA lead of Adkaddy project and now you need to inform the client/stakeholders that server will be down because of monthly maintenance which is scheduled to happen on 9/12/2020 from 7:00AM -1:00PM EST.

**Subject: Scheduled Server Maintenance for Adkaddy Project.**

Hello Everyone,

I hope this email finds you well.

I would like to inform you that we have scheduled a routine monthly maintenance for the Adkaddy project server. This maintenance is essential to ensure the stability, security, and optimal performance of our system.

**Maintenance Details:**

Date: 9/12/2020

Time: 7:00 AM - 1:00 PM EST

During this period, the Adkaddy project server will be temporarily offline.

We apologize for any inconvenience this may cause. If you have any urgent concerns or require assistance, please feel free to reach out to us.

Thank you.

Best Regards,

Sijan Dev

QA Lead

Spiralogics, Inc.