**WRITTEN WORKS**

**Formal email**

Dear Mr. Kowalski,

My name is Vladislav Havrylyuk, and I am writing to you in order to request information on the OdessaJS conference to be held at Odessa in July, 2020. I saw information about your conference on the Facebook.

Firstly, it says on the website that the conference will be in the hotel "Black Sea". Would it be possible to stay in the hotel in advance?

Secondly, Asim Hussain was a speaker on yours conference last year. Could you tell me if he will speak at the conference in 2020?

Finally, I have a question about the list of speakers. Would you mind sending me more details about this?

I look forward to hearing from you.

Yours sincerely,

Vladislav Havrylyuk

**Reference letter**

Dear Sir\Madam.

I am Vladislav Havrylyuk. A Frontend developer in Avenga Software Company. I am writing in support of Mr. Bogdan Moroz's application for the position of middle Java developer at BavariaGame Software Company.

I have known Bogdan for 6 years, mostly through our collaboration in IT competitions and coeducation in high school and university.

Mr. Moroz is up-and-coming specialist in software field. He is self-confident and energetic developer. He takes a creative approach to development and he is not afraid of complex tasks.

His English level is strong enough to collaborate with international customers. He can freely read professional documentations and maintain configuration guides of his own projects.

If you have any other questions, please, feel free to contact me and discuss it.

Yours faithfully,

Mr. Vladislav Havrylyuk.

**Proposal for a partnership**

Dear Mr. Kowalski!

I am writing in a hope of establishing a partnership with your company! I am Vladislav Havrylyuk, the leading developer at Avenga Software Company! I am writing you on behalf of OptiTest System development and management teams! We provide services for implementing our employee testing system in the company. In connection with the expansion of your company and the increase in the number of employees, I have the honor to offer partnership in our services for testing employees for hiring or advanced training!

Our service provides the ability to quickly and reliably test employees for the availability of the necessary knowledge. Thus, this service allows you to optimize the number of HR managers. Also, this service allows you to hire employees who know and are able to what you need.

I would like to introduce you to some of the most famous companies with which we have already established a mutually beneficial partnership! We have already worked with Microsoft, Google, SPD and Tesla. We provide our services in many countries of the world! And this is not a complete list of our customers!

It would be a great pleasure to become an associated with IT company as you! You can contact me any convenient way if you have any questions.

Yours sincerely,

Vladislav Havrylyuk

**Covering Letter for a grant proposal**

Dear Mr. Skipper!

I am writing you on behalf of Avenga Software Company. I am honored to present you OptiTest System. This is a web service and application for different OS with integration of G Suite. The main aim of it is to optimize the number of HR managers and to hire employees with the right qualifications.

We are currently using a simple repetition algorithm to select test questions, but we want to use a neural network for this purpose. This will help to avoid unfair selection of answers and make testing more diverse. We ask for financial assistance to achieve this!

We appreciate the opportunity to apply your grand and looking forward on possibility to established partnership.

If you have any questions or want to get more details about our project, please contact me for further discussion.

Yours sincerely,

Vladislav Havrylyuk