

PRACTICAL 4

Name : Akhilesh Kumar

Roll no: 99

Class : fycs

Writing email

1* Keep the subject line simple.

2*Open with a proper greeting.

3*Give the purpose of your email.

4*Writing the body text.

5*Wrapping up your email.

6*Signing off.

7*Double check everything.



Job application Add label



99_FY cs_akhilesh... 8:10 PM

➡ 1

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⬅

➡ 2



Dear sir

I am interested in the litigation associate position advertised on linked in.i have attached my resume and cover letter for your review.

Thanks for your time .I look forward to hearing from you.

Best regards

AKHILESH KUMAR



3

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Job application

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to ashwani.kumarpintu



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