

Practical - 2: Writing an Email with proper format

Writing an email to hiring manager for job application

Job Inquiry

31- Ayush Sawal

Job Inquiry

Dear Hiring Manager,

I was very interested while reading the job posting for the position of Intern.I believe that I will get a lot of experience from your company and gain both of us profit.I will also fulfill every responsibility regarding the position.

I have attached my resume to this email.Thanks to it, I believe you will learn more about my experience, education and achievements.I am looking forward to hearing from you soon.

Thanking You,
Atharva Jindam