

Email 1:

Hello John,

Apologies for not actively communicating my progress. Structurally, I have completed the website. I have blank entries to insert the desired information when received. I can invite you to a Google Meets or Zoom video call to discuss what is needed before publishing the website.

Feel free to let me know when your soonest availability is.

Best regards,
Avery Witherow

Email 2:

Subject line: Smartly Data Science Role: More Information?

To Whom It May Concern:

My name is Avery Witherow, a Computer Science student at New York University expressing interest in your company, Smartly. I stumbled across a job opportunity, posted roughly two days ago, on LinkedIn for the Data Science role. I am interested in the operations of the company, covering similar grounds as in my past projects. I have proficiency in the languages and skills stated in the job description and it sparked my interest.

Unfortunately, due to the inability to accept that role as a full-time student, I am currently unable to apply. However, I am expected to finish my CS degree this spring and could begin working immediately upon graduation. Would you be willing to forward this email to your HR team or possibly arrange a Google Meets or Zoom video call with me to discuss potential options for the future?

Best regards,
Avery Witherow