

The Email Guideline Activity

Awa Lo

Master 1 in Information Systems Security (SSI)
École Supérieure Polytechnique (ESP)

Recommendations from the Provided Image

The following recommendations were followed in crafting the email:

- Clear definition of the email's objective.
- Update the subject line accordingly for each response.
- Include relevant persons if necessary.
- Avoid unnecessary capital letters.
- Personalize the salutation and maintain formal language.
- Keep the email direct and to the point.
- Use short and concise sentences.
- Ensure accuracy in grammar and spelling.
- Avoid unnecessary abbreviations.
- Employ bullet points and headings when necessary for clarity.

Email

Below is the email composed following the above guidelines and recommendations:

Subject: Internship Opportunity in Information Systems Security

Dear Mr. Director,

I trust this message finds you well. My name is **Awa Lo**, and I am a student at the **École Supérieure Polytechnique (ESP)**, specializing in **Information Systems Security**. I am writing to respectfully inquire about internship opportunities at **Sonatel** in the field of cybersecurity.

Key Points:

- **Objective:** To gain practical experience and further develop my skills in securing information systems.
- **Interest:** To contribute to Sonatel's initiatives in protecting sensitive data and enhancing information security.
- **Proposal:** To arrange a brief meeting or conversation to discuss potential collaboration.

I remain at your disposal and would be grateful for the opportunity to schedule a meeting at your convenience.

Thank you for considering my request. I look forward to your response and hope to have the honor of meeting you soon.

Respectfully, Awa Lo Student in Information Systems Security École Supérieure Polytechnique (ESP)

Optional Contact Information:

- Phone: +221 77 123 45 67
- Email: awa.lo@esp.edu.sn
- LinkedIn: linkedin.com/in/.....