Effective Communication

--- Email Writing ---

1. **Email to Mentor for seeking Advice.**

**Subject:** Request for Guidance on Interview Preparation

**Respected Disha Ma’am,**

I hope this message finds you well.

I am seeking your advice on Interview Preparation. Your experience and perspective would be incredibly valuable in helping me make an informed decision.

Could we arrange a brief discussion at your convenience?

Thank you for your time and assistance.

**Sincerely,**  
Dhruv patel  
9825117425  
dhruvkadi1997@gmail.com

1. **Email to Project Manager for Meeting.**

**Subject:** Request for a Meeting to Discuss Ecommerce Project

**Greetings Rinkal Ma’am,**

I hope this email finds you well.

I would like to request a meeting to discuss Ecommerce Project. I believe your insights would be invaluable, and I am keen to hear your thoughts on Some New Features on Cart Page.

Could we schedule a time next week that suits you?

Thank you for considering my request.

**Best regards,**  
Dhruv patel  
Senior Software Engineer   
9825117425  
dhruvkadi1997@gmail.com

1. **Email to HR for Follow-Up on Recent Interview**

**Subject:** Follow-Up on Recent Interview for Junior Backend Engineer

**Dear Rashi Ma’am ,**

I hope this message finds you well.

I am writing to follow up on my recent interview for the Junior Backend Engineer

position, which took place on 11th September. I wanted to inquire about the status of my application and whether a decision has been made regarding my candidacy.

I remain very interested in the opportunity to join Google and contribute to your team. I appreciate your time and consideration, and I look forward to your update.

Thank you!

**Sincerely,**  
Dhruv patel  
9825117425  
dhruvkadi1997@gmail.com

1. **Email to Professor for Recommendation**

**Subject:** Request for Recommendation for Green Apex Company

**Dear Dhruv Sir,**

I hope this message finds you well.

I am reaching out to ask if you would be willing to provide a recommendation for me as I apply for a Junior position at Google Company. I believe that your insights into my skills and experiences during my front end Course would provide a valuable perspective to my application.

The role I am applying for is Junior frontend developer. I am excited about the opportunity to contribute to Ecommerce Revolution, and I believe that your endorsement would greatly enhance my application.

If you agree, I would be happy to provide any additional information you might need, including my resume and details about the position. The deadline for submission is 25th September, and the recommendation can be sent directly to contactus@greenapex.com

Thank you for considering my request. I truly appreciate your support!

**Best regards,**  
Dhruv patel  
Student ID- 1110  
front end - 2024  
9825117425  
dhruvkadi1997@gmail.com

1. **Email to Speaker After a Networking Event**

**Subject:** Great to Connect at IOT Revolution Summit

**Hi Bill Gates,**

I hope this message finds you well!

It was a pleasure meeting you at IOT Revolution Summit on 21th September. I enjoyed our conversation about New Inventions in IOT, and it was inspiring to hear about your work at Microsoft.

I’d love to stay in touch and continue our discussion. If you're open to it, perhaps we could schedule a coffee chat or a brief call in the coming weeks? I’d appreciate any insights you have about IOT Cloud.

Thank you again for your time, and I look forward to hearing from you!

**Best regards,**

**Dhruv patel**  
https://github.com/dhruv8110  
9825117425  
dhruvkadi1997@gmail.com