B2—Professional Communication

3 emails

Correspondance follow-up for a job application

{EPITECH.}

B2 3emails

Instructions

For this project, you will draft three emails to apply for a software developer internship (as advertised below).

1. The first email will highlight your motivation for the role and will include your resume as an attachment (do not write the resume, just the e-mail accompanying it)

2. The second email will be a follow-up to inquire about the status of your application.

3. The third is a professional thank-you email to the interviewer, expressing appreciation for the opportunity to be interviewed. The final hiring decision has not been made yet.

These emails should be written using a word processing software and **delivered as a single document** saved as a .PDF file and delivered through GitHub (see below « file naming » and « delivery method »). **Do not send them by email.**

You must write your emails using the language of the campus you are registered to.

For example, you will write in French if you are registred in any french speaking campus.

You application **must respond** to the fictious job advertisement next page.

Web & Software Development Internship at TechNova

Company:

TechNova is a **software company specializing in educational technology (EdTech)**. We develop **learning platforms, e-learning applications, and AI-driven tutoring systems** to improve digital education.

At TechNova, we are driven by three core values:

- **innovation** – we continuously explore new technologies to improve learning experiences.

- **collaboration** – teamwork and knowledge-sharing are at the heart of our success.

- **impact** – we believe in creating technology that makes a difference in people's lives.

We are looking for a motivated **computer science student** to assist our development team in building the next generation of **EdTech applications**.

Duration:

This **4 to 6 month internship** will begin in **July.**

Location: Lyon, France

Responsibilities:

As a **web & software development intern**, you will:

- assist in developing **e-learning platforms** and interactive web applications

- work on **AI-based tutoring systems** and implement machine learning features

- debug and improve existing applications to enhance **performance, security, and user experience**

- design and integrate **APIs for online course management and student tracking**

- collaborate with UX/UI designers to create **intuitive and engaging interfaces**

- work with databases (**SQL, NoSQL**) to store and manage user data efficiently

- conduct research on the latest trends in **EdTech and adaptive learning**

We are seeking candidates who:

- are **passionate about programming** and interested in digital education

- enjoy working in a **team environment** and communicating effectively

- are **organized, detail-oriented**, and capable of following project deadlines

- have a strong interest in **problem-solving, debugging, and software optimization**

Technical requirements:

- currently enrolled in a computer science or software engineering program

- basic knowledge of **Python and JavaScript** (or similar programming languages)

- familiarity with **HTML, CSS**, and web development frameworks

- understanding of **Git version control** and collaborative coding

- interest in **databases (SQL, NoSQL)** and API integration

- experience with **C or Java** is a plus

What we offer:

- hands-on experience with **real-world EdTech projects**

- mentorship from **experienced developers and AI specialists**

- a collaborative and innovative **startup environment**

- the opportunity to contribute to **impactful educational solutions**

Interested? Send your application to: Clara Dubois at **clara.dubois@technova-fictif.fake**
Reference number: STG11234

Join us and help shape the future of digital education!

Project assessment:

Your project will be evaluated on your ability to meet the following expectations:

- **Skill #1—compliance with standards .** These three emails must adhere to the standards of professional email writing, including courtesy formulas and a complete professional signature. The header should be present and complete, including a clear subject line and properly named attachment.

- **Skill #2—relevance and impact.** Your application must show that you have read and analyzed the internship ad you are responding to. It should follow the structure of a motivational message.

- **Skill #3—language skill.** Your three emails must be written in a smooth, clear, and easily understandable style. Spelling must be flawless.

- **Skill #4—suitable vocabulary and tone.** Maintain a polite and professional tone throughout the exchange. Avoid expressing criticisms or putting pressure on your interlocutor. Instead, opt for a gentle and diplomatic follow-up. A non-technical speaker should be able to understand your message effortlessly.

- **Skill #5—page layout.** Your emails should be composed in paragraphs and line breaks should be placed appropriately.

How to submit your project?

Time limit

Check the intranet to know the deadline you have to follow.

File naming:

B2-3emails.pdf