Subject: Request for Junior Training on PDF and Word Processing

Dear Teacher Sim,

I hope this message finds you well. As a team leader of IT awareness, I am reaching out to discuss the possibility of providing training sessions for our junior students on PDF and Word processing. The reason our team saw that our teacher are very difficult to teach them because all document are use in computer, they never use it and also when teacher teach about the lesson they will take a lot of time to tell them about some basic to use it.

Objective for this session

1. Introduction of word and PDF
2. Understand about how to use basic of PDF
3. Understand about how to use basic of Word
4. Manage folder and file

Thank you for considering, and I look forward to hearing from you soon.

Best Regards,

Kun Vorleak

1. Yes, I do. I decide to study at university after graduate from PNC because I do not waste my time. Especially, I want to challenge myself to manage time and money for support myself to study.