**** MODULE: POLISHING YOUR PROSE**

**STEP 1. Applying for the position.**

**TASK.***Write an email message telling the HR department (address:* hr@township.com) *that you are applying for the position of Junior Web Developer and that you have attached a cover letter and resumé. Your message should be brief.*

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| **From**:  **To**:  **Cc**:  **Bcc:**  **Subject**: |

**STEP 2. HR Interview (1)**

**TASK.** *You are contacted by the HR office. They want to schedule a remote interview (30 minutes) on July 9, 2022, at 10:00 a.m. EST. via Zoom. Confirm the interview date/time.* *Your contact is Ms. Bea Arthur (E-mail:* [*bea@township.com*](mailto:bea@township.com)*)*

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| **From**:  **To**:  **Cc**:  **Bcc**:  **Subject**: |

**STEP 3. HR Interview (2).**

**TASK.** *You carried out your HR interview with Bea Arthur and other members of the HR team. Write a follow up email immediately the next day thanking them and to say that you are looking forward to the next steps. You only have Ms. Arthur’s e-mail address.*

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| **From**:  **To**:  **Cc**:  **Bcc**:  **Subject**: |

**STEP 4**. **Technical Exam.**

**TASK.** *You are now invited to sit for a technical exam to assess your hard skills (remotely, 1 hour). The problem is that they are requesting confirmation for July 24, 2022, at 2:00 p.m. EST. and you have your cousin’s wedding that night. Request an alternative date. Your contact is Sally Fields (E-mail:* [*sally@township.com*](mailto:sally@township.com)*) , whom you have not met before.*

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| **From**:  **To**:  **Cc**:  **Bcc**:  **Subject**: |

**STEP 5**. (*Mabrouk! You’re almost there!).* **INTERVIEW 2.**

**TASK**. *You passed the tech exam with flying colors and had your second interview, which in your estimation went so-so. You really like the company and so you decide to email the hiring team to say much you enjoyed meeting them and that you are very interested in joining the company.* *You don’t have their e-mail address so you decide to send it to the HR address you used before.*

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| **From**:  **To**:  **Cc**:  **Bcc**:  **Subject**: |