# Writing Assignment: Email

From: Michel Ehmen To: Zoe Bondachuk, Hiring Committee

Subject: Interview preparation Date: 4 December

Dear Ms Bondachuk,

Thank you for your email of 3 December. I’m glad that you are offering me a chance to tell you something about myself and my previous work. I’m significantly interested to be a part in your company and to get the job as a manager. Unfortunately, I am not able to appear in your office on 14 January 2016 for personal reasons. I would be able to manage the interview a day later. Please let me know if this would be convenient for you.   
Regarding your questions, I would like to tell you about my work experience and my practise in team management. First of all, I made a lot of experience in my previous jobs. I managed 7 important projects, which increased the sales of my former company by almost 15%. I also had a lot of cooperative work with marketing experts, where I managed every part. In our team we elaborated the best products for the slightest effort.   
Further projects and more information can be found in my CV, which I am sending you as an attachment.

I look forward to receiving your reply!

Yours sincerely,  
  
Michel Ehmen