

Two sample emails

Read the following two emails. Adapted from *From Txt to Talk: Communication Skills for Today and Tomorrow* by Dr. Steven Van Zoost.

From: Susan Clark
To: Bank Manager - Banking First Choice
Subject: My Money is Missing!!!

This stinks! There seems to be an error in my bank statement and you better contact me immediately!! Please call me at 1-555-555-5555. My bank account number is 8889889898. I had \$5000 in my account but now there is only \$300. Do you think someone found out my PIN is "gotcha17"?

Thanx!!!

Susan Clarke ;)

To: Ms. Wilson, Smallville Department of Parks and Recreation
From: Grace Wong
Subject: Job Posting: Summer Camps Program Director
Attachment: Resume

Ms. Wilson,

I am applying to your online posting for the position of Summer Camps Program Director. I believe I am a good candidate for the position as I have extensive experience in recreational programming for children from ages 4 to 17. I have worked in various programs as a Summer Camp Leader, a counsellor, and was even a camper myself in the town's programs when I was younger.

I have attached my resume which further describes my education, training, and experience in this field. I look forward to hearing from you soon and I thank you in advance for your consideration of my application.

Sincerely,

Grace Wong

Source: van Zoost, S., Petrie, C., Varty, A., & White, M. (2013). *From Text to Talk: Communication Skills For Today and Tomorrow*. McGraw-Hill Education.