

PRACTICE 61

You saw a poster about **World Friendship Day**. Write an email to your friend, Yusuf, to **invite him** to go with you.



Write your email to Yusuf in about 60 – 80 words.

New message

To: hiring.manager@company.com

Subject: Application for Marketing Coordinator Position

Dear Mr. Thompson, **Greeting**

I hope this email finds you well. **Opening**

Intro

I am writing to formally apply for the Marketing Coordinator position advertised on your company's careers page. With a strong background in digital marketing and campaign analytics, I believe I can contribute effectively to your team.

In my previous role at BrightPath Media, I led multiple successful social media campaigns, increasing engagement by 40% over six months. My experience in content creation, email marketing, and using tools such as Google Analytics and HubSpot aligns closely with the requirements of your role. **Main Body**

I have attached my resume and cover letter for your review. I would be grateful for the opportunity to further discuss how my background and enthusiasm could benefit your marketing team.
Thank you for considering my application. I look forward to hearing from you. **Closing**

Best regards,
Layla Morgan **Sign-off**

SEND

Greeting

Greet your friend. Use salutations like Dear or Hi.

Introduction

Tell your friend about the poster you saw and invite him to go with you.

Content

Talk about all the details in the poster.

Closing

Write a friendly closing.

Name

Sign off.

Tips:

1. Use adjectives (fun, interesting)