

THE FEATURES OF EMAILS



The screenshot shows an email composition window. At the top left is a 'Send' button. Below it is an 'Account' dropdown menu. To the right of these are input fields for 'To:', 'Cc:', and 'Bcc:', with the 'To:' field containing 'joan.smith@company.com'. Below these fields is a 'Subject:' field containing 'Thank You - Assistant Account Executive Interview'. The main body of the email contains a salutation, three paragraphs of text, a closing, and contact information. Green arrows point to the 'To:' field, the 'Subject' field, the salutation, the first paragraph, the second paragraph, the third paragraph, the closing, and the contact information.

Send

Account ▾

To: joan.smith@company.com

Cc:

Bcc:

Subject: Thank You - Assistant Account Executive Interview

Dear Ms. Smith,

It was very enjoyable to speak with you today about the assistant account executive position at the Smith Agency.

The job seems to be an excellent match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,
Jo Jones

Jo Jones
jojones@gmail.com
(56) 555-5555