REPLY THE FORMAL EMAIL

REPLY THE FORMAL EMAIL (ANSWER THE QUESTIONS)

Dear Candidate,

We are happy to inform you that TechWorld Company wants to offer you a job as an Administrative Assistant.

Our company works in the technology industry. We sell computers, mobile phones and electronic products. We are looking for a responsible, organised and friendly person to join our team.

As an Administrative Assistant, your main responsibilities are:

- Answer phone calls and emails.
- Organise documents and office files.
- Write reports and prepare documents.
- Organise meetings with managers.
- Check invoices and payments.
- Welcome visitors and customers.
- Make appointments.
- Use computers and office programs.
- Help other workers with administrative tasks.
- Organise the company's daily activities.

The working hours are from Monday to Friday, from 8:30 a.m. to 4:30 p.m.

Before the final interview, we would like to know more about you.

Please answer the following questions:

1. Why do you want to work as an Administrative Assistant in our company?

2. Do you have experience working in an office or using computers?

3. When can you start working with us?

We look forward to receiving your reply.

Best regards,

LIVEWORKSHEETS

Human Resources Department
TechWorld Company

LIVEWORKSHEETS