PARTS OF A BUSINESS E-MAIL

Can you identify the parts of the e-mail? Drag and Drop:

To — CGraphicHunter@gmail.com [ ] [ ]

From — helenwright789@gmail.com [ ]

Subject — Graphic Designer Vacancy [ ]

[ ] Dear Mrs Hunter,

[ ] I am writing in response to the advertisement for a Graphic Designer posted on Totaljobs two days ago.

[ ] I am interested in applying for the position, but I would like some further information. Are you willing to accept applications from beginner creative freelancers? Does the work involve travelling abroad?

[ ] Looking forward to hearing from you.

[ ] Yours sincerely,

[ ] Helen Wright

SEND   A   📎   🔗   ☺   🖼   🗑

1.   1. The reason the sender is writing the e-mail (main paragraph of the message).

2.   2. Sender's name (signature).

3.   3. Salutation line.

4.   4. Closing.

5.   5. Subject line.

6.   6. Sender's electronic address.

7.   7. Recipient's electronic address.

8.   8. Introduction (first paragraph of the message).

9.   9. Conclusion (last paragraph of the message).