EDIT THE BUSINESS E-MAIL BY REPLACING SLANG WORDS AND PHRASES

WITH MORE FORMAL LANGUAGE.

I try to keep work and life balance Please examine it at your earliest convenience Please contact me I was inspired by your professionalism execute the things that need to be done Sincerely yours, an expert I have a lot of experience at this field of work it was an easy project to deal with all the duties it was a great pleasure	Dear Ms. O'Connor, I am writing to follow up on my interview from last week. First of all, it was awesome to meet with you. You are a really cool lady. I believe I would also be a pro in all the stuff that is required of me in this job. I am not a workaholic, but at the same time I do work hard and take care of business. I'm sending you the presentation of my latest project. Check this out the sooner the better! I must say it was a piece of cake, because I'm an old hand at this field of work. Please drop me a line if you have any questions or concerns. Cheers, M. Ernest Anderson