

THE FEATURES OF EMAILS



The screenshot shows an email composition window. At the top, there are buttons for 'Send', 'Account', and 'Ecc...'. The 'To...' field contains 'joan.smith@company.com'. The 'Cc...' and 'Bcc...' fields are empty. The 'Subject' field contains 'Thank You - Assistant Account Executive Interview'. The body of the email starts with 'Dear Ms. Smith,' followed by three paragraphs of text. The first paragraph expresses enjoyment in speaking with Ms. Smith. The second paragraph states that the job is a good match for the sender's skills. The third paragraph lists the sender's skills: strong writing skills, assertiveness, and the ability to encourage others. The fourth paragraph expresses appreciation for the interview and interest in working for the company. The email ends with a signature block for Jane Jones, including her email address and phone number. Green arrows point to the 'To...' field, the 'Subject' field, the salutation, the first paragraph, the second paragraph, the third paragraph, the fourth paragraph, and the signature block.

Send Account Ecc...

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,
Jane Jones

Jane Jones
jones@gmail.com
(555) 555-5555