

Attachment: Writing appropriately

Number of methodological Tool	EUPANEXT_LO_015_M_01
Number of attachment	EUPANEXT_LO_015_M_01_Att1

Attachments to the Methodological Tools

Written exercise

1. An inappropriate letter of interest for the participants

Hello Mr./ Mrs.,

How are u?

I saw Company X's retail management training program at *College Graduate Magazine* and I wanna know the possibility of openings. I like having in a career in retail management and I wanna relocate to New York City. I'd love to learn about the college and the available training programmes opportunity. Regarding my academics I have: 1. a Bachelor of Science degree in Management and Business, 2. Master in Marketing, 3. Certification in Project Management. Furthermore, and I have retail experience as a Sales Associate and Key Holder. And, I did complete two internships on retail management.

My resume, has additional information on my experience and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime, 555-555-5555.

Best.

Robert

2. An appropriate letter of interest for the trainer

Dear Ms. Willow,

I am referring to the retail management training programmes that have been presented in the *College Graduate Magazine*, and I would like to inquire about the possibility of enrolment.

I am interested in a career in retail management and I am planning to relocate to New York City in the near future. I would be interested in learning more about the college and the available training programme opportunities.

Regarding my academics, I am a holder of:

1. A Bachelor of Science degree in Management and Business,
2. A Masters of Science in Marketing and
3. Certification in Project Management

Moreover, I had some retail experience as a Sales Associate and Key Holder. I have also completed two internships focusing on retail management.

My resume, which is enclosed, contains additional information on my experience and skills.

I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime via my cell phone, 555-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Yours sincerely,

Robert Wilson

