

Reading

Practice reading the email messages out loud with a partner.
Underline any words or phrases you don't understand.

A. Email #1

To: hr@rivereducationbooks.com
Subject: Online Job Advertisement
Date: June 28, 2015

To whom it may concern,

I read your **job posting** for a sales representative on your company's website. I am interested in **applying** for the job.

I have a **degree** in business from the University of Bonnaville. My college classes taught me to be a hard worker and good businessman. I also have **experience** from working in sales at Joseph's Book Company. My **education** and experience would make me a good member of your team.

Please let me know if I can meet with you for an **interview**. We can meet at your earliest convenience.

Sincerely,
Lee Timson

Attachment: Lee Timson's **resume**

B. Email #2

To: leetimson2090@email.com
Subject: Re: Online Job Advertisement
Date: June 28, 2015

Dear Mr. Timson,

Thank you for your interest in our job posting. You sound like a good **candidate** for the position.

I would like to meet with you in person. Please come to our office at 3:00 pm on Monday, July 1. The office is located at 1530 Fordshackle Street. Please ask the **administrative assistant** to call me when you get here.

I look forward to meeting you and talking during the interview.

Sincerely,
Mr. William Michaels, **President** of Sales