

## **Assignment 3**

### **The Application Process**

#### **Instructions**

This assignment consists of three written exercises in the form of draft emails. After you have submitted the assignment review the sample feedback carefully.

*\*Please remember to include a suitable subject line for each email.*

#### **Exercise 1 – Interview Availability**

You have been shortlisted for an interview with an advertising agency, but have not been informed of the interview date yet. You have an urgent outstation commitment on the 15th of June. Write to the HR Manager of Comet Ink, Waseem Khan, to inform him of your situation.

<write answer here>

#### **Exercise 2 - Reconfirmation**

Priscilla Sybil, the lead recruitment manager for Moon Pharamax, has called you to convey that you have been shortlisted for the group discussion round. Your group discussion will be on 7th July at 3pm. Email her to reconfirm these details.

<write answer here>

#### **Exercise 3 – Rejection Letter**

You are David Mathew, the Head of HR for Big Bank. Draft an email to Nisha Sethi informing her that she has not been successful in her job application.

<write answer here>