

Email #1

From: [Jackmoe0007@icloud.com](mailto:Jackmoe0007@icloud.com)

To: [Kalmar0001@aol.com](mailto:Kalmar0001@aol.com)

Subject I'm applying for a new job

Hello mother, A job at Harper just opened and I am going to apply for it. The job is in student engagement and student aid. The whole premise of the job would be communication, which would be perfect experience and go together with my degree. I would be providing customer service not only over the phone and email, but also in person. I would also be helping with office work, student events, and gain an overall strong understanding of the various opportunities and student engagement clubs Harper has to offer. I meet all the basic requirements for the job. I am very excited to see what happens next.

Wish me luck.

-Jackson

Email #2

To: [aanastas@harpercollege.edu](mailto:aanastas@harpercollege.edu)

From: [jackmoe0007@icloud.com](mailto:jackmoe0007@icloud.com)

Subject job application inquiry

Dear Dr. Anastasia,

I am Jackson Kalmar. I hope all is well with you. I saw that there was a job opening for a student engagement student aide. I would like to be considered as an applicant. I am currently a sophomore at Harper studying communications. Positive interaction with people is what I find to be a necessity in life. In high school, I read the book "How to Win Friends and Influence People" by Dale Carnegie and became interested in the art of communication long before I chose to major in it. I see that the job's responsibilities entail providing great customer service in person, over the phone, and through written emails—all of which I gained experience doing at my very first job, which was a customer service-oriented position and my current part-time job of hazardous waste disposal. From the ages of 14 to 18, I was placed in a leadership position at the Spring Valley Nature Center in Schaumburg. I led a small team of volunteer researchers who were trying to replenish the monarch butterfly population in the Chicago area. It was through this experience that I developed a strong work ethic and pride in a job well done. I am dependable, always on time for work and maintain a positive attitude in all situations.

Hope to hear from you soon,

-Jackson Kalmar