# CHAPTER 2　ビジネスEメールの文例と言い換え表現

## 6採用・転職

### 54つながりのない中での面談依頼1（p. 191）

件名

Job Inquiry: Miki Yokota

あいさつ・用件

Dear Ms. Oliver,

I recently read an article about ABC Consulting’s new approach to digital marketing in Marketing Mix Magazine Online, and I’m writing to inquire whether you have any marketing positions open.

本文・詳細

I have five years of experience working as a Marketing Strategist for one of our local fast food stores. During my time in this role, I increased the number of website page views by 140 percent and reduced the cost of customer acquisition by 20 percent. In addition, our sales increased by 60 percent during that time.

締め・ネクストステップ

I have attached my resume for your consideration. I would appreciate an opportunity to talk with you or a member of the marketing team to see how my experience and skills could benefit your company. Thank you for your time and consideration. I look forward to speaking with you in the near future.

Sincerely,

Miki Yokota

### 55つながりのない中での面談依頼2（p. 193）

件名

Request for an informational interview

あいさつ・用件

Dear Mr. Ramsey,

My name is Kathy Sugiyama, and I am currently a recruitment associate for XYZ Nonprofit. I have been working as a recruiter for the past three years. I am interested in moving to a recruitment position in a larger corporation.

本文・詳細

I used to work in the marketing industry and would love to bring my current skills to a similar company. I would appreciate hearing about any opportunities and your experience in this field. I would love to arrange a time to meet with you for an informational interview.

締め・ネクストステップ

I have attached my resume for your review. If you have time for a brief conversation, please let me know. I look forward to hearing from you.

Sincerely,

Kathy Sugiyama

### 56就職のためのネットワーキング（p. 195）

件名

You are impressive on LinkedIn

あいさつ・用件

Dear Ms. Ellis,

I am a junior at Crown College. Through LinkedIn, I found that you work as a Market Researcher at ABC Consulting.

本文・詳細

I am fascinated by this career path, and would greatly appreciate the opportunity to learn from you about how you got to where you are today. I would love to schedule a time to ask you a few questions over the phone if you have an available half hour in the next few weeks.

締め・ネクストステップ

You can reach me at this email or at 555-555-5555. I really appreciate your help!

Sincerely,

Kaz Yamada

### 57キャリアアドバイスを求める（p. 197）

件名

Asking for Advice

あいさつ・用件

Dear Mr. Daisuke Ochiai,

I would like to seek your advice about me joining a company in Shanghai.

本文・詳細

I feel this is an excellent opportunity for my career growth but still undecided as shifting to another location is always risky. I have a stable job and my family here in Tokyo. Please advise me so that I can reach the right decision to move with my family or should I move alone.

締め・ネクストステップ

Please help me make this significant decision in my life. You are the one who I can always count on. I am also attaching a copy of the employment letter from Shanghai Consulting Company for your reference.

I look forward to hearing from you.

Sincerely,

Yuko Kimura

### 58共通の知人からの紹介（p. 199）

件名

Introduction from Robert Davis: Miki Yokota

あいさつ・用件

Dear Ms. Johansson,

I am writing to you regarding the ‘senior copy writer’ position that was recently advertised, and would be most grateful if you would consider my application.

本文・詳細

Robert Davis suggested that I contact you regarding this position. Robert and I have worked together for the past several years, and he believes my experience and enthusiasm would be beneficial to your organization’s success.

締め・ネクストステップ

If you have questions regarding my credentials and qualifications, please feel free to call or email me.

Again, thank you for reviewing my resume. I look forward to hearing from you in the near future.

Sincerely,

Miki Yokota

### 59人材の紹介（p. 201）

件名

Introducing Emily

あいさつ・用件

Hi Dom,

I’m writing to introduce you to Emily Fisher, who I have the pleasure of being acquainted with through the Suzuki Marketing Group.

本文・詳細

I have worked with Emily on several projects. She is a brilliant marketer with over ten years of experience.

Emily is interested in relocating to the New York area in the near future and would appreciate any recommendations you could offer her for conducting a job search for a marketing position.

締め・ネクストステップ

I’ve attached her resume for your review and you can contact her at emilyfisher@cmlanguage.com or 888-888-8888. Thank you in advance for any assistance you can provide.

Kind regards,

Mayumi Aoyama

### 60フリーランスの紹介（p. 203）

件名

Introducing a freelance marketer

あいさつ・用件

Hi David,

You may be interested in meeting Karen Zhang, an excellent freelance marketer I have worked with in the past.

本文・詳細

She helped us complete our project within the deadline, and I have been very pleased with her work.

締め・ネクストステップ

I think you’d enjoy working with her. Feel free to contact her at: KarenZhang@cmlanguage.com and say I recommended you contact her.

Let me know if you end up meeting with her.

Best regards,

Junko Tanaka

### 61 インターンの感謝（p. 205）

件名

Miki Miyoshi—Thank You for the Opportunity

あいさつ・用件

Dear Ms. Lee,

Thank you so much for a rewarding three months as the Marketing Intern at ABC Consulting. I really appreciated your willingness to let me explore all of the departments within the company.

本文・詳細

I was able to sit in on brainstorming meetings, presentations, write content for your website, and more. You really allowed me to see how a consulting company works, from the ground up.

締め・ネクストステップ

I look forward to going back to school and completing my degree in Marketing Studies. This internship has only helped increase my desire to work for a company like yours in the future.

Thank you again for all of your support, and for all of the opportunities you have given me.

Sincerely,

Miki Miyoshi

### 62面接を依頼する（p. 207）

件名

Request for an Interview

あいさつ・用件

Dear Mr. Wang,

This letter is to request an interview for the position of Senior Data Analyst in your organization. I came to know that the position was open from your official website.

本文・詳細

I have been working in the field of marketing for the last three years and I’m currently working in BBB E-Commerce as a data analyst. I have also done my bachelor’s in business administration with specialization in marketing from the prominent Chicago School of Business. I have always brought data-driven consumer insights from in-depth analysis and helped drive sales for the organization.

締め・ネクストステップ

It has always been a desire to work in an outstanding organization like yours. Therefore, I would be highly grateful if you could arrange for an interview. I have attached my resume and cover letter for your review.

Best regards,

Anna Li

### 63面接に出席すると伝える（p. 209）

件名

Interview Confirmation—Anna Li

あいさつ・用件

Dear Ms. Matsubara,

Thank you very much for the invitation to interview for the Marketing Analyst position at ABC Consulting.

本文・詳細

I confirm my presence for the interview on September 29, at 5 pm. As it is one of the fastest growing startup companies, it is really my honor to have this opportunity.

締め・ネクストステップ

I shall be present at the given time and address, with all the related documents. Thank You.

Sincerely,

Anna Li

### 64面接後のフォローアップ（p. 211）

件名

Thank you—Max Yamada

あいさつ・用件

Dear Emily,

It was a pleasure to meet with you regarding the marketing manager position with your firm.

本文・詳細

After hearing about the new direction you are planning to take with your marketing division, I am even more confident that I would be very interested in joining your group. With my strong experience in social media and web development, I have some great ideas already to help with the rebranding project.

締め・ネクストステップ

Thank you for taking the time to meet with me. I’ll be in touch later this week to follow up with you, but please don’t hesitate to contact me at your convenience with any additional questions. I look forward to speaking with you soon.

Sincerely,

Max Yamada

### 65採用候補者への不合格のお知らせ（p. 213）

件名

Job Application—Mr. Steve Wang

あいさつ・用件

Dear Mr. Wang,

Thank you very much for your interest in employment opportunities with ABC consulting.

本文・詳細

This message is to inform you that we have selected a candidate who is a match for the job requirements of the position.

締め・ネクストステップ

We appreciate you taking the time to apply for employment with our company and wish you the best of luck in your future endeavors.

Best regards,

Kaori Matsuyama

Hiring Manager

### 66内定を受諾する（p. 215）

件名

Anna Li—Job Offer Acceptance

あいさつ・用件

Dear Ms. Yamazaki,

I am writing this letter to thank you for offering the position of Assistant Analyst at the ABC Consulting. I am delighted to accept the offer and look forward to working with the organization from August 1, 2019.

本文・詳細

As discussed, my salary would be $60,000 along with life and health insurance that will be provided only after completing 30 days of work.

I would like to thank you again for this golden opportunity. I am pleased and excited to join the team.

締め・ネクストステップ

If there is any additional information or paperwork you need prior to then, please let me know.

Sincerely,

Anna Li

### 67内定をお断りする（p. 217）

件名

Job Offer—Urara Sakurai

あいさつ・用件

Dear Ms. Hosokawa,

Thank you for offering me a position in the international division at ABC Consulting.

本文・詳細

I have considered it carefully and must decline the offer because the position will require too much travel. I want to enjoy my children while they are young.

締め・ネクストステップ

I enjoyed meeting with you. Thanks again for considering me.

Sincerely,

Urara Sakurai

### 68リファレンスへの感謝（p. 219）

件名

Thank you for the referral

あいさつ・用件

Dear Ms. Ashley,

Thank you so very much for referring me for the Junior Consultant position at ABC Consulting. I am grateful for the time you spent recommending me for the job.

本文・詳細

I wanted to share with you the exciting news that I have been selected for an interview with the hiring manager next week. When she called me, she specifically mentioned how impressed she was by the referral letter which you wrote on my behalf.

締め・ネクストステップ

Again, thank you for your support. I’ll keep you posted as I go through the hiring process.

Sincerely,

Mika Wakida

## 6 入れ替え表現

### つながりのない中での面談依頼1（p. 220）

あいさつ・用件

For the past ten years, I have followed your career through news events, interviews, and web research.

本文・詳細

I am interested in an entry-level role with ABC Consulting’s Marketing division, hoping to leverage my knowledge of corporate branding.

I would be grateful if you would add my name to your pool of potential job candidates; a copy of my resume is attached.

締め・ネクストステップ

Again, thank you for reviewing my resume. I look forward to hearing from you in the near future.

I will call your office to set a convenient time. I do look forward to meeting you.

### つながりのない中での面談依頼2（p. 221）

あいさつ・用件

I am considering a career change and exploring career alternatives. Working at my current company BBB has been great, but I’d like to grow my skill set and expand my horizons.

When I told my boss Jason that I wanted to talk with someone very experienced and knowledgeable about branding, he immediately offered your name and suggested that I should speak with you.

本文・詳細

If you have some time to spare in the next three weeks, I hope that you can meet me for a cup of coffee or lunch.

If your calendar is too crowded, I could stop by your office for a quick (20- or 30-minute), casual discussion.

締め・ネクストステップ

I hope that this message gets through and that you have the time and interest to help me. Thank you for your consideration!

Feel free to reach out to me at your earliest convenience if you’re able to find time to meet. I promise not to take too much of your time!

### 就職のためのネットワーキング（p. 223）

あいさつ・用件

My name is Kaz. I’m a 2018 grad from Crown College. I know you were a few years before me, and I came across your name on our alumni site.

I’m dropping you a quick note to let you know that I’m currently searching for a new career opportunity in marketing.

本文・詳細

I’d love to get your career advice for 15–20 minutes.

締め・ネクストステップ

Would it be possible for us to meet? I can work around whatever works for you.

I’d especially love to know how you made your choices after graduating from Crown College.

### キャリアアドバイスを求める（p. 224）

あいさつ・用件

I would appreciate it if you could give me some advice about my career.

本文・詳細

I know it’s not your job to answer requests for advice; however, I believe you’re the best person to help me.

I know your time is precious, so I’d like to limit my request to 15 minutes of your time at your convenience.

締め・ネクストステップ

Also, if there’s anything I can do to help return the favor, please let me know.

### 共通の知人からの紹介（p. 225）

あいさつ・用件

In a recent conversation with Robert Davis, he suggested I contact you.

本文・詳細

He thought that perhaps you would be able to offer some guidance to me as well.

Ms. Johansson, I don’t expect there to be any job openings or opportunities for me. I would only like a brief meeting to discuss the creative industry as well as current and future trends. Your advice and feedback will be greatly appreciated.

締め・ネクストステップ

I will call you early next week to set up a convenient time to meet.

I will come prepared and be brief. I look forward to meeting you.

### 人材の紹介（p. 226）

あいさつ・用件

I am very pleased to write this letter of recommendation for Emily Fisher.

It is with pleasure that I write this letter of recommendation for Emily Fisher who has served as marketing manager for the past four years.

本文・詳細

I have worked with many marketers over my 20-year career, and she stands out among them.

締め・ネクストステップ

If you have any questions, I can answer about Emily’s exceptional record with our company. Please do not hesitate to contact me.

I will be happy to provide additional information or answer any questions, if needed.

### フリーランスの紹介（p. 227）

あいさつ・用件

I am writing to recommend my ex-colleague Karen Zhang.

本文・詳細

She is not only thorough but also easy to work with and always willing to take the time to discuss my concerns and respond to questions.

締め・ネクストステップ

I gave Karen your email address and suggested she might be of assistance to you.

If you have any further questions, please feel free to contact me.

### インターンの感謝（p. 228）

あいさつ・用件

I want to thank you for giving me the opportunity to intern at ABC Consulting.

本文・詳細

I have gained valuable insight into the marketing industry over the past six months.

You and your staff were extremely welcoming and helpful, and offered me terrific career advice.

締め・ネクストステップ

I would love to stay in touch, and perhaps speak to you regarding steps I should take in the future to pursue a career in marketing.

Once again, thank you for an amazing six months.

### 面接を依頼する（p. 229）

あいさつ・用件

This email is to bring to your notice that I would like to appear for an interview for the position of the senior data analyst in your organization.

I believe that my experience in the field of marketing makes me suitable to become part of your organization.

本文・詳細

I have received numerous awards for my performance.

In addition to my enthusiasm, I will bring strong writing skills and the ability to encourage others to work cooperatively.

締め・ネクストステップ

Thank you for taking the time to consider my application.

Thank you very much for considering this request.

### 面接に出席すると伝える（p. 230）

あいさつ・用件

Thank you for your consideration and the invitation to interview for the Marketing Analyst role at ABC Consulting.

本文・詳細

I appreciate the opportunity, and I look forward to meeting you on September 29 at 5 pm in your office.

I am available this Wednesday at 5:00 pm, and I look forward to meeting with you to discuss this position in more detail.

締め・ネクストステップ

If I can provide you with any further information prior to the interview, please let me know. Thanks once again for the opportunity.

### 面接後のフォローアップ（p. 231）

あいさつ・用件

Thank you for taking the time to speak with me about the Social Media Manager role. It was great to meet with you and learn more about the position.

本文・詳細

It was great to meet you and your team, and I truly enjoyed learning about your current marketing program and touring your office.

I was impressed by the opportunity your next Social Media Manager will have to build a strong, rebranded presence for ABC Consulting on social media.

締め・ネクストステップ

Please feel free to contact me if I can provide you with any further information or samples of my work. I look forward to hearing from you.

### 採用候補者への不合格のお知らせ（p. 232）

あいさつ・用件

Thank you for your application for the position of marketing analyst at ABC Consulting.

本文・詳細

I am sorry to inform you that you have not been selected for an interview for this position.

締め・ネクストステップ

Best wishes for a successful job search. Thank you, again, for your interest in our company.

The ABC selection committee thanks you for the time you invested in applying for the marketing analyst position.

### 内定を受諾する（p. 233）

あいさつ・用件

As we discussed on the phone, I am very pleased to accept the position of Advertising Assistant with ABC Consulting.

It was wonderful to speak with you on the phone yesterday about the Marketing Director role at ABC Company. I’m thrilled to formally accept this job offer.

本文・詳細

As we discussed, my start date will be May 13, 2020, with an annual salary of $55,000, and three weeks of paid annual leave.

Thank you again for the opportunity. I am eager to make a positive contribution to the company and to work with everyone on the team.

締め・ネクストステップ

If there is any further information or documentation you need me to complete, kindly let me know, and I will arrange it as soon as possible.

### 内定をお断りする（p. 234）

あいさつ・用件

Thank you very much for offering me the opportunity to work at ABC Consulting. I appreciate the time you spent meeting with me to discuss the job.

本文・詳細

It was a difficult decision, but I will not be accepting the position.

Though it was a difficult decision, I have accepted a position with another company.

締め・ネクストステップ

Again, thank you for your time and consideration; best wishes in your continued success, and I hope our paths cross again in the future.

You have my best wishes in finding a suitable candidate for the position. I wish you and the company well in all future endeavors.

### リファレンスへの感謝（p. 235）

あいさつ・用件

I’m writing today to thank you for introducing me to John Yamamoto at ABC Consulting.

Thank you for voluntarily offering to provide your hiring committee with a referral on my behalf.

本文・詳細

Not only did I get an interview for a marketing position, I was hired and I’ll be starting my training in two weeks.

締め・ネクストステップ

Again, thank you so much for your help. I greatly appreciate the assistance you have provided me; I’ll keep you posted on how the interview goes!

Please let me know if I can ever do anything to return the favor. I truly appreciate what you’ve done for me.