**This is a sample email received from sender.**

**From:** CL website (No-reply) <noreply@abc.com>
**Sent:** Saturday, May 2, 2020 4:26 PM
**To:** CL HR (SG) <clhr@abc.com>; Contact Form <contactform@abc.com>
**Subject:** Thank you for getting in touch

Dear HR Team,

Enquiry type   : Careers

Full name      : [Michael Jackson]

Contact number : [912345678]

Email          : [jabezjireh@hotmail.com]

Country of residence   : [India]

Enquiry/Feedback details       : [I am working as MEP Assistant project lead in JLL Hyderabad.Presently handling Amazon campus project.Having 7 years are experience in construction field.I am interested to work in CapitaLant organization. If any vacancy,let me know.Awaiting for the reply.

Thanks & Regards

Michael Jackson

912345678 ]

Consent\_Checkbox       : [By checking this box, I consent to the processing, collection, use and disclosure of my Personal Data by the Group for the Purposes set out in this form and within the conditions set out in this form and the CapitaLand Data Protection Policy.]

**This is the email reply which I would like to send via bot.**

* **In the previous bot steps, I have already extracted the full name “Michael Jackson” and Email “****jabezjireh@hotmail.com****”**
* **In the yellow highlighted text below, I would like to format in bold, Italics and bullet points.**
* **I would like the URL link below to appear as a link and not a string of plain text.**
* **Also, I need to append the sender’s email at the bottom of the reply so that I can refer to the sender’s email content easily in future.**

Dear Michael Jackson,

Thank you for your keen interest in joining ABC Company.  We encourage all job seekers to apply for the available job positions via our company’s career portal.

Please access our portal via the link <http://www.abc.com/careers> and refer to the section “A Career at ABC”.

**Here are some useful tips:**

***Register as a New User***

* + *This will create a detailed job applicant profile after you have completed all the fields.*

***Search for job posting***

* + *Enter keywords in search fields or View All Jobs*
	+ *Save Search: You will receive email notification when there are new jobs that meet your criteria*

***Apply for a job***

* + *Select the job position and click “Apply”*
	+ *Complete the online application form*

You can expect to hear from us within 4 weeks of application if you’re shortlisted for interview. We regret to inform that only shortlisted candidates will be notified.

Thank you and have a great day ahead!

Regards,

HR Team

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