

Your Name

pletters

230 Glendale Ct.
Brooklyn, NY 11234-3721
February 15, 2020

Ms. Julie Hutchinson
1825 Melbourne Ave.
Flushing, NY 11367-2351

Dear Julie

It seems like years since we were in Ms. Gerhig's keyboarding class. Now I wish I would have paid more attention. As I indicated on the phone, I am applying for a position as box office coordinator for one of the theaters on Broadway. Of course, I know the importance of having my letter of application and resume formatted correctly, but I'm not sure that I remember how to do it.

Since you just completed your business education degree, I knew where to get the help I needed. Thanks for agreeing to look over my application documents; they are enclosed. Also, if you have any suggestions for changes to the content, please share those with me too. This job is so important to me; it's the one I really want.

Thanks again for agreeing to help. If I get the job, I'll take you out to one of New York's finest restaurants.

Sincerely

Rebecca Dunworthy

Enclosures

tae

Your Name

pletters

1049 Michigan Ave. N.
Chicago, IL 60611-2273
December 22, 2020

Mr. Elden P. Carter
7257 Charles Plz.
Omaha, NE 68114-3219

Dear Elden

Your telephone call on Wednesday was a really pleasant surprise. Life for both of us since college has been exciting as well as challenging, it seems. I enjoyed the update.

If you had taken keyboarding as I recommended when we were in high school, you wouldn't be asking me now for a model to use for your personal-business correspondence! But I am glad to supply this model in block format (all lines beginning at the left margin).

Use the software default or 1" side margins. Begin the return address 2" (line 13) from the top of the paper. Key the date on the next line below the return address.

All letter parts are separated by a double space (2 returns) with two exceptions: A quadruple space (4 returns) is left between the date and the letter address and between the complimentary close and the keyed name.

I am attaching a page from a reference manual that includes an annotated model. Call again if you need more help.

Cordially

Andrea Rialto

Attachment

tae

Your Name

pletters

2165 Granada Ave.
San Diego, CA 92104-3710
January 20, 2020

Miss Maryann Figueroa
Human Services Director
Seaboard Office Products, Inc.
200 Academy Pl.
Seattle, WA 98109-2239

Dear Miss Figueroa

In a recent issue of Office Careers, I read with high interest your article about personal characteristics needed by successful office workers. Your examples seemed to suggest that you were speaking of workers who had been on the job for a number of years.

Although these personal traits are important for beginning workers as well, I am also interested in the skills firms such as yours require for entry-level employment.

The topic of my term paper for a business management class here at Sooner High School is "Landing That First Office Job." In it I want to highlight the major areas of skills required for entry-level office positions in modern companies like yours.

If you have written an article on this topic, would you share it with me, please. Or you may prefer to list your thoughts for me in a letter. Either way, I shall appreciate your assistance.

Sincerely yours

Miss Rikki Samuels, President
Business Education Club

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Your Name

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1764 Seminole Dr.
Detroit, MI 48214-2176
January 20, 2020

Mr. Trevor L. DeLong
1371 King George Blvd.
Ann Arbor, MI 48104-2657

Dear Trevor

A news item in the Detroit Free Press indicates that you will be graduated from the university at midyear. With honors, no less! Congratulations!

When you were a student at Hillside High, I worried that you might never put your potential to work in a serious way. But evidently you have been able to continue your athletic goals and at the same time pursue an academic major successfully. I am glad you have done credit to yourself and to us at Hillside. We're proud of you.

What are your plans after graduation? Whatever they may be, your former teachers at Hillside wish you well. I would enjoy a note from you that I can share with others on the Hillside faculty.

Cordially yours

Mrs. Barbara Snodgrass

tae

Your Name

pletters

4199 - 57th St.
Des Moines, IA 50310-4729
January 20, 2020

Mr. Thomas E. McCarthy
2552 Madison Rd.
Cincinnati, OH 45208-3172

Dear Tom

Someone once said, "A friend in need is a friend indeed," and I am in need.

When you were in Honors English at Hillside High School, I recall your using Cliff's Notes to help you through some of the more esoteric reading assignments. Do you still have those "Notes"?

Among our readings for second semester are Great Expectations and Hamlet. Cliff's Notes would be especially helpful for the latter, but I'd appreciate having both. If you can lend me these, I'll be forever grateful. Please let me know if you can be of help.

Knowing you, I'm sure all is going well at college.

Cordially

Kermit R. Dawkins

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