Business letter (cover letter)

Minimum 1″

3712 Swiss Avenue
Dallas, TX 75204
March 2, 2014

Return-address heading

Double-space

Raymond Chipault
Human Resources Manager
Dallas News
Communications Center
Dallas, TX 75222

Inside address

Double-space

Dear Mr. Chipault:

Salutation

Double-space

In response to your posting in the English Department of Southern Methodist University, I am applying for the summer job of part-time editorial assistant for the Dallas News.

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I am now enrolled at Southern Methodist University as a sophomore, with a dual major in English literature and journalism. My courses so far have included news reporting, copy editing, and electronic publishing. I worked a summer as a copy aide for my hometown newspaper, and for two years I have edited and written sports stories and features for the university newspaper. My feature articles cover subjects as diverse as campus elections, parking regulations, visiting professors, and speech codes.

1″ 1″

Body

Double-space

As the enclosed résumé and writing samples indicate, my education and knowledge of newspaper work prepare me for the opening you have.

Double-space

I am available for an interview at your convenience and would be happy to show more samples of my writing. Please e-mail me at ianirvine@mail.smu.edu or call me at 214-744-3816.

Sincerely,

Close

Quadruple-space

Ian M. Irvine

Ian M. Irvine

Signature

Enc.

Minimum 1″

Enclose a printed business letter in an envelope that will accommodate the letter once it is folded horizontally in thirds. The envelope should show your name and address in the upper left corner and the addressee's name, title, and address in the center.

Letters by e-mail

An e-mailed business letter lacks some parts of a paper letter: the return-address heading, handwritten signature, and envelope. Your mailing address falls at the end of the letter rather than the