

LETTER 3

Block Style
Personal-Business

Type this letter in block style with standard punctuation. Insert the current date.

(Current Date) / Ms. Louise Feigleson / Personnel Director /
Smith and Kovacs Agency / 7858 High Street / Columbus,
OH 43216 / Dear Ms. Feigleson: /

I was told there were job opportunities in your agency this summer, and I would like to apply for a job in your accounting department.

I am completing my junior year as an accounting major at Ohio State University. I have completed basic, intermediate, and advanced accounting. I will be available for employment from May 15 through August 1. During the year, I have been employed as a part-time bookkeeper at the Buckeye Lodge in Westerville. Mr. John Forte, manager of the lodge, has indicated that he would send you a letter of recommendation. My academic advisor, Dr. Josephine Craig, will be happy to make a recommendation if you wish.

You may, at your convenience, call me at my dorm telephone number, 555-0677, after 3:30 p.m. Monday through Friday. If you would like for me to come in for an interview, please let me know.

Yours truly, / May Kent / 234B Hayes Hall / Ohio State
University / Columbus, OH 43210