

[Your Name]
[Your Address]
[Postal Code]
[Email]
[Phone #]

If your contact information is in the 'header' of the document or on the stationary itself, it is not needed here.

Choose something that is easy to read like this: October 6th, 2024

[Date]

This is the "inside address" or the recipient of the letter. Get the spelling right.

Dr. J. Juniper
1007 Vernon Ave
Revelstoke Secondary School
Revelstoke, BC
VOE 2S0

*You can use **Re:** to indicate that your letter is 'Regarding' a specific purpose or posting.*

Re: Scholarship Application / Job Posting #3456

Remember to use appropriate titles and keep an appropriate tone. Ask if you are unsure.

Dear Dr. Juniper,

The main characteristic of full-block letters is that everything is flush with the left margin. Full-block letters are more formal than personal correspondence, and they are suitable for job applications, scholarship applications, and business letters. You will also notice that there is a space between the different 'blocks' of information. In the first paragraph, you would generally explain your purpose for writing, who you are, and anything specific that would capture the interest of your audience.

The second paragraph expands on your description the skills, abilities, and character traits that make you a suitable candidate. Refer to the specifics of the job or scholarship, and then describe the experiences that you have had or the character traits that you possess that an employer would find relevant or useful.

The third paragraph is usually reserved for the conclusion of matters. A polite thank-you, potential arrangements for a job interview, or indicating your willingness to work would be effective subjects to discuss. Once that is done, you can close off your letter.

Sincerely,

Use 'Sincerely' or some other effective closing remark. Then leave five blank lines and type your name. Place your signature in the space.



Riley Diligent

Do not forget to sign your letter!