

## Full-Block-Style Personal Business Letter

### Return Address

1001 Salisbury Drive  
Sherwood Park, AB T8A 3K7

### Date

March 5, 2010

2x

4-8x – depending on length of letter

### Inside Address

Mr. Darren Wicks, Manager  
Arrow Graphics  
184 – 18 Avenue  
Edmonton, AB T4P 15D

### Salutation

Dear Mr. Wicks:

2x

Two-Point Punctuation

I am applying for the part-time receptionist position that was recently advertised in the Edmonton Journal. I am interested in this position because it is a great opportunity to gain work experience using the technical skills I have learned in school.

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### Body

I am a grade ten student at Salisbury Composite High School and I have recently completed INF1030: Word Processing 1, learning valuable skills in document production using Microsoft Office Word 2007. My goal is to continue studying in the area of Business and Information Technology and gain Microsoft Certified Application Specialist credentials in Microsoft Word, Excel, Access, and PowerPoint.

In addition to the technical skills I am learning, I have practised essential job skills, such as problem solving, decision-making, and the importance of consistently demonstrating a positive attitude.

2x

I am confident that the skills and experience I have gained in my Business and Information Technology courses will allow me to make a valuable contribution to your company. I will contact you next week to arrange an interview. I look forward to meeting with you.

### Complimentary Closing

Yours truly,

2x

4-8x – depending on length of letter

### Writer's Identification

Tejal Mali

2x

### Notation

Enclosure