1. *Format the following material as the text of an e-mail message from*

*Prentice Abernathy*

*Human Resources Director*

*September 27, 2019*

*Jeremy Quino*

*2728 Springfield Avenue*

*Skokie, Illinois 66076*

*Dear Mr Quino:*

*Your application for a sales position with M & G Pharmaceuticals has been reviewed.*

*Although the position for which you applied has been filled, your application will be kept in our active file for one year. If a vacancy occurs during that time, you will be contacted.*

*Thank you for your interest in our organization.*

*Sincerely,*

*Abernathy*

*2.*                           *Format the following material using modified block letter style with mixed punctuation. The ¶ symbol shows where each paragraph ends.*

*Dear Mr Quino:*

*Your application for a sales position with M & G Pharmaceuticals has been reviewed.*

*Although the position for which you applied has been filled, your application will be kept in our active file for one year. If a vacancy occurs during that time, you will be contacted.*

*Thank you for your interest in our organization.*

*Sincerely,*

*Abernathy*

*3.            Format the following material using full block letter style with open punctuation. Add an appropriate subject line.*

*Dear Mr Quino*

*Your application for a sales position with M & G Pharmaceuticals has been reviewed.*

*Although the position for which you applied has been filled, your application will be kept in our active file for one year. If a vacancy occurs during that time, you will be contacted.*

*Thank you for your interest in our organization.*

*Sincerely*

*Abernathy*