

Semi-block style

(Applicant's Address)		_____

(Date)		_____
_____	(Name of Addressee)	
_____	(Position Held)	
_____	(Company Name)	
_____	(Address)	
_____	(Salutation)	
Re: _____		(Position Applied)
(Body of letter)		
		_____ (Complimentary close)
		_____ (Signature of Applicant)
		_____ (Name of Applicant)
(Enclosure)	_____	