

Full-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) _____