

COVER LETTER USING FULL BLOCK STYLE
To be assigned and/or completed in Senior English classes
for the Senior Portfolio

4500 Multnomah Street
Los Angeles, CA 90032
June 22, 20xx

your return address and date line

To Whom It May Concern
1234 Main Street
Los Angeles, CA 90023

inside address, the person receiving the letter

To Whom It May Concern:

salutation (greeting)

State and/or discuss the following in your letter:

- How you found out about the job
- Why you are interested in the job
- Your experience, qualifications
- The skills you possess
- Request an interview
- Let the reader know when and how to contact you

body of letter (message)

Sincerely,

complimentary close (farewell)

Your Name