

Block format

Block format features all elements of the letter **aligned** to the left **margin** of the page. It has a neat and simple appearance. Paragraphs are separated by a double line space.

123 Anywhere Place
London
SW1 6DP

1 July, 2014

Mr John Smith
XYZ Partnership
10 Utopia Drive
London
SW1 1AE

Dear Mr Smith:

My former colleague Joan Brown informed me that you are seeking to hire an office manager. I worked with Ms Brown at Acme and have 10 years of experience as an administrative assistant. I have long admired XYZ Partnership and would be honoured to work for your company.

As you can see from my CV, I have performed many administrative duties in my previous positions at Acme and Ajax. At Ajax, I facilitated the company's transition from handwritten to digital records. That work paved the way for my move to Acme, where I assisted the director of innovation in tracking the development of new products. I helped introduce the company's workflow management system, which enabled Acme to cut the average development time of its software upgrades from 18 weeks to 12 weeks.

I would be pleased to speak with you to discuss the details of the office manager position. Thank you for your consideration of my application.

Best regards,

Jane Clark

Modified block format

Modified block differs from block style in that the date, sign off, and signature lines begin at the centre point of the page line. The beginning of each paragraph is indented five spaces, along with the subject line, if used. Depending on the length of the letter, paragraphs may be separated by a single or double line space.

123 Anywhere Place
London
SW1 6DP

1 July, 2014

Ms Joan Brown
XYZ Partnership
10 Utopia Drive
London
SW1 1AE

Dear Joan:

Thank you so much for informing me of the vacancy at XYZ Partnership. I appreciate all the support you have given me throughout my career, and I would be delighted to work alongside you once again. In order to build upon my qualifications, I have applied to the evening administrative degree program at St John's College. I would greatly appreciate it if you would be willing to serve as one of my references.

In the year since you left Acme, I have taken on additional duties as Mr Jones's administrative assistant. In November, the company introduced a proprietary workflow management system, and I was charged with ensuring that each department received the upgrade on schedule. Additionally, I completed 20 hours of software training in order to input updates. As a result, I was able to pursue certification in Microsoft Office, which I received last month.

For your reference, I have also enclosed a copy of my current CV. Please let me know if you would like any additional information. Thank you once again for your help.

Regards,

Jane

Semi-block format

Semi-block is similar to block but has a more informal appearance. All elements are left-aligned, except for the beginning of each paragraph, which is indented five spaces. Paragraphs are separated by a double line space.

1 July, 2014

Dear Katie,

I hope you are settled in comfortably in Manchester. I miss you already! But I know your new position will open up a lot of career opportunities for you. It's also great that you'll be closer to your family. And, at least for now, it's still warm!

I too have some good job news. My former boss just told me about a great position at her new company. I would still be doing administrative duties but would be managing the whole office, and it'd include a nice pay rise too. She says she's already spoken highly of me to the person I'd be working for, so I think there's a good chance it will come through.

Besides that, everything else is going pretty well..

I'm already looking forward to seeing you in December. As soon as the tickets for the winter extravaganza go on sale, I'll book us a couple of tickets. Let me know if Rob decides to come, too—if so, I'll make it three. Let's talk soon!

Until next time,
Jane

Activity 1: Completing: study the following incomplete letters. Choose the correct words or phrases for each blank space below. Use the provided spaces to write your answers. Then, complete the letter.

| | | | |
|----------------|-------------|------------------|-----------------|
| advertisement | discount | latest catalogue | price list |
| advise | faithfully | model | price range |
| current issues | forward | particularly | reference |
| dear | information | payment | still available |

(1). Sir,
 I have seen your (2). in the (3). of "Office Weekly" and am interested in your range of office stationery. Could you please send me your (4). and (5). I look (6). to hearing from you.

Yours (7).,

Activity 1: Completing: study the following incomplete letters. Choose the correct words or phrases for each blank space below. Use the provided spaces to write your answers. Then, complete the letter.

| | | | |
|----------------|-------------|------------------|-----------------|
| advertisement | discount | latest catalogue | price list |
| advise | faithfully | model | price range |
| current issues | forward | particularly | reference |
| dear | information | payment | still available |

With (1). to your advertisement in today's "Times", could you please send me (2). about your office furniture? I am (3). interested in your adjustable typist's chairs.

Activity 1: Completing: study the following incomplete letters. Choose the correct words or phrases for each blank space below. Use the provided spaces to write your answers. Then, complete the letter.

| | | | |
|----------------|-------------|------------------|-----------------|
| advertisement | discount | latest catalogue | price list |
| advise | faithfully | model | price range |
| current issues | forward | particularly | reference |
| dear | information | payment | still available |

Some time ago we purchased from you some JF72 solar-powered pocket calculators. As this (1). was so popular with our customers, we would like to know if it is (2).
 If so, would you kindly (3). us of your terms of (4). and any quantity (5). available? Could you also include details of any new models in the same (6).

Activity 1: Completing: study the following incomplete letters. Choose the correct words or phrases for each blank space below. Use the provided spaces to write your answers. Then, complete the letter.

| | | | |
|----------------|-------------|------------------|-----------------|
| advertisement | discount | latest catalogue | price list |
| advise | faithfully | model | price range |
| current issues | forward | particularly | reference |
| dear | information | payment | still available |

Some time ago we purchased from you some JF72 solar-powered pocket calculators. As this (1). was so popular with our customers, we would like to know if it is (2).
 If so, would you kindly (3). us of your terms of (4). and any quantity (5). available? Could you also include details of any new models in the same (6).

Dear Sirs,

For the past ten years, I have followed your career and the success of ACME Times through news events, interviews and web research. Your (1) _____ to the news media and your understanding of the important role journalists play in today's fast-paced information highway, coupled with your belief in the power of the press, is exemplary.

I have had the privilege of honing my (2) _____ abilities on three widely different publications. When I left college, I immediately went to work for the typical small-town newspaper and learned all aspects of getting the paper to the people in a timely manner. I then moved to a position as a regional manager for a media corporation composed of small-town newspaper and learned all aspects of getting the paper to the people in a timely manner. I then moved to a position as a regional manager for a media corporation composed of small to mid-size newspapers in the Midwest. In my current position, I am Chief Correspondent for one of the largest (3) _____ in the southwest.

I would like an (4) _____ to visit with you to get your insight and suggestions on where my skills and abilities would be of the greatest value to the ACME Times and to (5) _____ about possible (6) _____ with your company.

I will call your office to set a (7) _____ time. I do look forward to (8) _____ you.

Sincerely,

Jones Andy

| | |
|------------|--------------|
| newspapers | journalistic |
| meeting | job openings |
| convenient | opportunity |
| dedication | inquire |

Dear Madam,

Perhaps you are looking for an addition to your marketing team. A new person brings in freshness and can provide

(1) _____ solutions to the (2) _____ of marketing. My current and past employers have always regarded me as an innovator of ideas. I am also good at communicating with prospective (3) _____ and have a demonstrated history of success in sales and marketing.

Presently, I am marketing computer accessories for a major company. Enclosed is my (4) _____ for your consideration. I understand that XYZINC has a (5) _____ for quality and excellence. I would like to use my (6) _____ and experience to market your line of quality technical products. If you have any (7) _____ regarding my skills or my eligibility to be a part of your team, you may contact me at (+61) 7693-98763

Thank you for your time and (8) _____. I look forward to hearing from you.

Yours sincerely,

Dylan Eagle

| | |
|------------|---------------|
| innovative | challenges |
| buyers | questions |
| resume | consideration |
| skills | reputation |

resume

