

3211 Stoneridge Road  
Cookeville, TN 38501

May 7, 2019

Mr. Daniel Hall  
Quality Manager  
ABC Company  
1212 Industry Drive  
Shreveport, LA 49011

Dear Mr. Hall:

The Quality Control position you advertised with Tennessee Tech Center for Career Development this week seems to be a perfect fit for my qualifications and career goals. I am genuinely interested in the position and in working for ABC, which has an excellent reputation and is highly recommended.

My summer internship as a Quality Engineer at XYZ in Cleveland, Ohio, gave me experience in understanding statistics-related software packages. My Six Sigma green belt certification as well as my classes in Quality Assurance, Statistics, Methods Engineering, and Industrial Safety will help me to excel in the work described in your ad. My academic program required extensive work in Visual Basic, SQL, and C++, and I have experience in using several web development software packages including Adobe Illustrator. My enclosed resume provides more details about my qualifications.

May I meet with you to discuss my qualifications in more detail? I will contact you the week of May 20 to see if a meeting can be arranged. I look forward to talking with you soon.

Sincerely,

(your handwritten signature)

Joe X. Doe  
931-372-1112  
jxdstudent@tntech.edu

Enclosure

## BUSINESS LETTER FORMAT NOTES

1. Begin with the sender's address, which will be part of the letterhead or typed by the sender.
2. Date: Write out the month to avoid confusion between American and European methods of indicating dates by numbers.
3. Left justify the inside address, and use the same postal format you use for the envelope. Addressing the letter to an individual is best even if you have to research the name.
4. If you generally address the receiver by a first name, you may use that name in the salutation (*Dear Jim:* or *Jim:*). Otherwise, the personal title followed by the last/family name is standard (*Dear Mr. Smith:* or *Mr. Smith:* or *Ms. Smith* or *Dr. Smith:*).

If you cannot determine the receiver's gender, you may use the full name (*Dear Jordan Smith:*).

- A colon follows the salutation, not a comma.
  - Include a colon after the salutation and a comma after the closing (*Sincerely,*).
  - You may omit the colon AND the comma after the closing (open style).
  - Never use a comma after the salutation in a business letter.
5. Another option, depending on your company's policies, is to omit both the salutation and the closing. You may choose to add a subject line as a title before you begin the paragraphs of your letter. Omit the closing (*Sincerely,*), but be sure to leave around four blank lines for your signature. This style works well when you write to a company instead of an individual.
  6. Divide your letter into short blocks for easy reading. Consider good news, an overview, or a main point for the first paragraph, followed by paragraphs of explanation and an ending that summarizes or requests action.
  7. Type your name after your signature even if you think your handwriting is clear. Many writers include a signature block, which is especially helpful if the sender is using company letterhead and wants to add contact information such as email or phone as well as a position title.
  8. Write *Enclosure* or *Enclosures* after the closing if you included any documents with the letter. If you have included several, you may list the name of each document as a courtesy for the reader.
  9. Do not include typist's initials if you typed the letter yourself.