
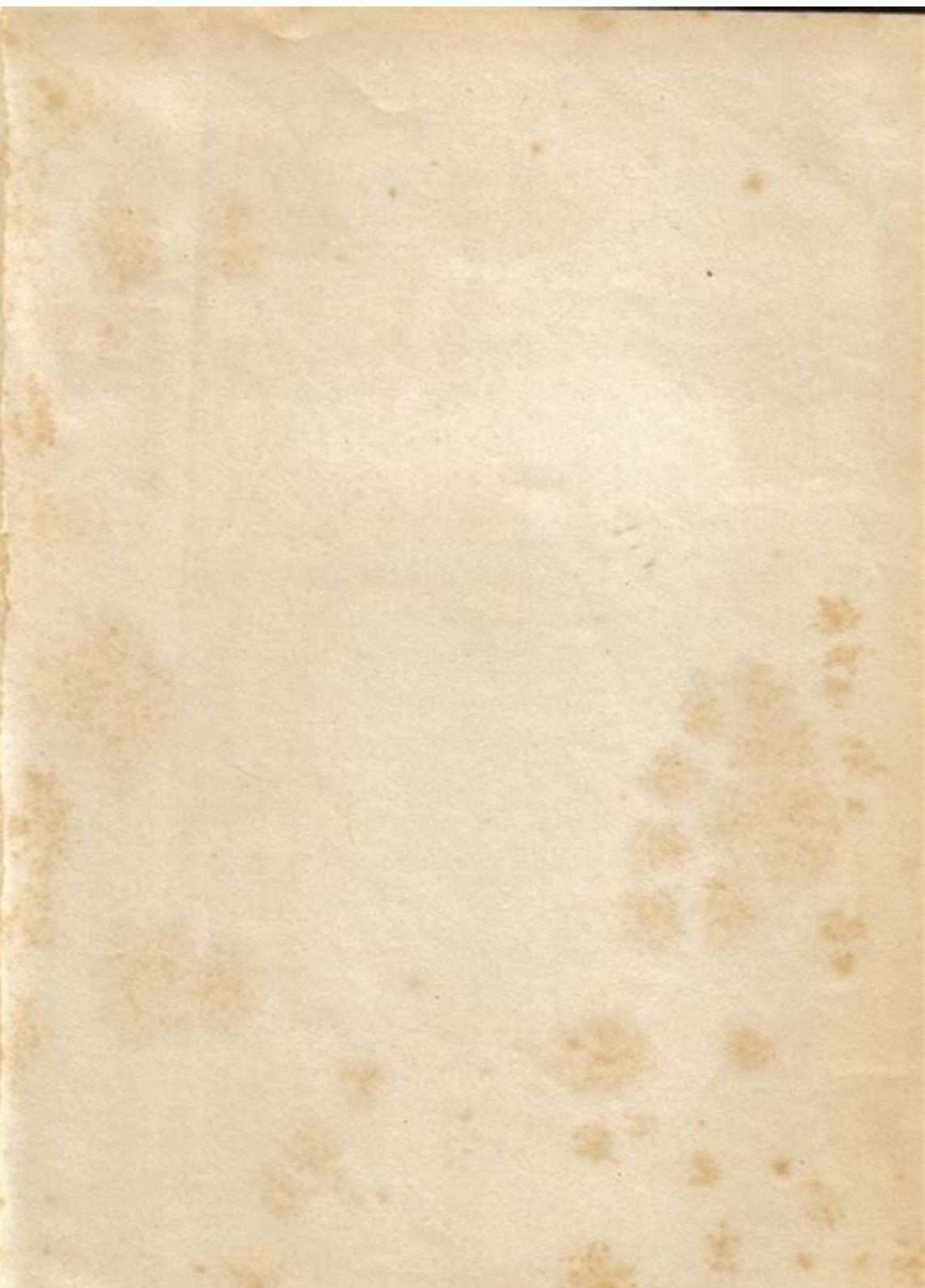


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## Block style business letter template word

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5509 West 34th Street  
Dallas, TX 75214  
July 7, 2011

Michael J. Duffy  
Intelligent Computer Systems  
3121 Morris Lake Drive, Suite 211  
Dallas, TX 75212

Dear Mr. Duffy,

I am writing to apply for the position you advertised in the Dallas Morning News for an e-learning developer. As you'll see in my résumé, I have the experience to fill this position.

For the past five years, I have been developing e-learning courses for three different companies: IBM, AT&T, and Cox Enterprises. My experience has ranged from instructional design, technical writing, graphics production, multimedia production, and learning management system support.

Currently, I am working as a contractor for Cox Enterprises, where I am finishing a one-year assignment developing training for Oracle Financials. I have also recently developed documentation and training for PeopleSoft and for Hyperion Planning. I am currently the lead instructional designer on the Oracle Financials project that will conclude at the end of July.

Intelligent Computer Systems is famous for your innovative IT security systems and networking products. I would be proud to be part of the ICS team. I hope you will give me an opportunity to discuss my qualifications and experience. I can be reached at (214) 555-1212 after 6 p.m.

Thank you very much for your consideration for this position.

Sincerely yours,  
*Jeff Watkins*  
Jeff Watkins

Encl.: résumé

# THREAD

Block No 46

Street 5

London

United Kingdom

Dear Mrs Stella Bown,

I just came back home to discover a beautiful flower pot with a note from your side. Thank you so much for such a lovely and thoughtful gift. I was touched by the fact that you cared and thought so much about me and my passion. Gardening has always been my passion and I simply loved the flower plant gifted by you. I always wanted to flaurt such lovely flowers in my garden but some how could never buy them.

Thank you so much for being so caring and keeping my passion in mind. I would like to tell you that I am deeply touched by your gift and will always nurture the plant. Hopefully, next spring you'll get to see them bloom.

Thanking you once more for the lovely gift.

Thanking you

Julia Andrews

Block format is the common format for a professional business letter. For example, if you do not know the name of the recipient, you do not have to include a greeting. With the modified block format, its name, address and date are at the top right, and the closure and its signature is at the bottom right. Include your contact information in your email signature, and do not list the employer's contact information. For more advice, review: How to apply for jobs through email. In block format, all, including your contact information, the date, employer's contact information, the body of the letter, and the greeting and close, is justified on the left. Like the modified block format, your name, contact information and the date are at the top right, and the signature and the signature are also on the right. Eliminate anything from the template to adapt to your personal circumstances. In block format, the letter is to a space, with the exception of a space between each paragraph (as well as a space above and below the date, and above and below the greeting and the signature). Use specific examples of previous work experiences to demonstrate your skills and qualifications. It must be a conservative source and easily readable as Times New Roman, Arial, Courier or Verdana. For example, if the letter is at the Arial source, and you want your letter to be in Times New Roman, simply change the source. Establish connections between your skills and the needs of your organization. You can, and you must, make any changes in the template you want. Start your email message with the greeting and follow the block format for the rest of the message. However, there is also a bleeding at the beginning of each paragraph. Make sure to list your name and charge in the business line of the message of electrical. Make sure your letter includes specific information for you and is organized in a way that highlights your skills and and the UY LLW UY Taht etats. Reviews Key Refâ € ç uylyguht Zone Ref EUS UY Taht reachesus Ekam .elbisaef Pîa oy's Teoy Woh: HPARTSTASTS NEX; Tamrof Kcolb @hts Neht, Temucod Revoc Wen Bey App Radaeh eht Etsap-DNA-YPOc YLPMIS .margorp Gniseccorp Drow Kna â @ga Noending DNA, Gnisolic, Ssightdada, Eman Key Naatamrof is @reyolne etcolb-lds DNA KColb Delphidom Dincidom DcUP, SRRUTI NUSUS HOSSLA NOO NAC UY Snaito Tnaito Tnteffid Tahwemos Earra Cell Yey) Rettel Ypoc Drah (â

