Student Name

12345 Circle Drive

Poulsbo, WA 98370

8 September 2015

Jan Kragen

Suquamish Elementary

Suquamish, WA 98392

Dear Mrs. Kragen:

I would really like the job of teacher’s assistant. I think I would be perfect for the position. I can …

My second choice would be the job of …

There are other jobs I would be happy to do. For example, …

Sincerely,

Student Name

**To grade the letters according to MLA format**

1. Don’t leave anything out:

 your name

 your address

 your city, state zip

 date

 sent to name

 sent to address

 sent to city, state zip

 salutation

 body

 body

 closing

 your name

1. Follow the template for *order* of information.
2. Put the date *due*.
3. Single-space document. This is the only type of writing you do for me that is single-spaced!
4. Double-space between items.
5. Use one-inch margins.
6. Use left alignment. (Left justify.) There are NO indents in a business letter.
7. Use Times New Roman 12.
8. Hit “enter” FOUR times after the closing and before your name.
9. Sign your name.