

Dan Rice  
12345 Circle Drive  
Poulsbo, WA 98370  
2 September 2016

Janet Kragen  
Suquamish Elementary  
18950 Park Avenue NE  
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. For one thing, I can ... (Give reasons supported with details.)

My second choice would be the job of ... (Give reasons supported with details.)

There are other jobs I would be happy to do. For example, I would also ... (Give reasons supported with details.)

End with a strong conclusion. Go beyond "thank you for your consideration" or "thank you for reading," which are really weak.

NOTE—You will get an MLA grade for following proper business letter format, so follow the template here. You will also get a grade for following conventions, so be careful about capitals, punctuation, and spelling. Plus you will get a grade for content, so

Sincerely,

Dan Rice

**Commented [KJ1]:** You are in fifth grade. You should know your address by now.

**Commented [KJ2]:** Write the date the letter is DUE. Follow MLA format, which is the way I've shown you to do it here.

**Commented [KJ3]:** In a business letter you use a colon, not a comma, after the salutation.

**Commented [KJ4]:** Write a paragraph with complete sentences persuading me to give you the job you want most. It's better NOT to capitalize the name of the job. Do not tell me how many people can have the job. "I want to be one of the bucketeers" is much better than "I want to be one of Four for Bucketeteers."

**Commented [KJ5]:** Write a paragraph with complete sentences telling about your second choice job.

**Commented [KJ6]:** Write a paragraph with complete sentences telling about other jobs you would be willing to do.

**Commented [KJ7]:** Notice where I SINGLE SPACE, where I SKIP SPACES, how MANY SPACES I SKIP.

Notice that there are NO INDENTS.