

P.O. Box 18 Dieterich, IL 62424	<b>Commented [JC1]:</b> Format: Note that letters are single spaced, business style is completely left-aligned with NO indentation of paragraphs. DS after the return address, the date, the to address, the salutation, and between paragraphs.
September 16, 1992	<b>Commented [JC2]:</b> Return address. Mailing address format, NO name included. <b>Commented [JC3]:</b> Date – letter style
Office of Admissions Eastern Illinois University 112 West 7 <sup>th</sup> St. Charleston, IL 61920	<b>Commented [JC4]:</b> Address where letter is being sent. Mailing address format. <b>Commented [JC5]:</b> Salutation. (Use a name if you have one, a title if there is one, and "Sir or Madam" if nothing – avoid "To whom it may concern") . Close salutation with a COLON :
Dear Sir or Madam:	<b>Commented [JC6]:</b> Intro section. Letters are the one place where you CAN be direct and announce what you are after.
Please find enclosed my application essay for entrance into Eastern Illinois University. I have been interested for some time in your education programs in the fields of both music and English.	<b>Commented [JC7]:</b> Body – can be one or multiple paragraphs (usually shorter is better). Justify why you are after <i>whatever</i> . In this case, why the school is a good fit for you and/or why you would be good for the school. Be flattering, but don't overdo it.
Having attended camps at the EIU campus in the past, I hope I can call the campus home in the near future. I plan on being involved in the marching band and possibly some other clubs and organizations. A degree from Eastern would be a great asset to help me achieve my goal of becoming a high school teacher, and your education program and music department come highly recommended.	<b>Commented [JC8]:</b> Closing section. THANK. Be appreciative and offer contact info here. (The "Go Panthers!" was just my own extra; you don't have to follow suit.)
Thanks for taking the time to consider my application. If you need to contact me, my number is (217) 925-5627 or I can be reached by email at <a href="mailto:jennifer.wheeler@aol.com">jennifer.wheeler@aol.com</a> . Go Panthers!	<b>Commented [JC9]:</b> Closing – Close firmly but with confidence. Avoid endings that might be sentimental. Capitalize ONLY the first word of closing and use a comma afterward.
Best regards,	<b>Commented [JC10]:</b> Type your full name AFTER leaving QS for your signature. Print out the letter and SIGN in the space.
Jennifer A. Wheeler	<b>Commented [JC11]:</b> Look at the full page in view mode and center it just a bit for a pleasing look. Don't do anything fancy with fonts or size or centering. Letters should look professional.