

P.O. Box 18
Dieterich, IL 62424

September 16, 1992

Office of Admissions
Eastern Illinois University
112 West 7th St.
Charleston, IL 61920

Dear Sir or Madam:

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.

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.

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 jennifer.wheeler@aol.com. Go Panthers!

Best regards,

Jennifer A. Wheeler

Commented [JC1]: 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.

Commented [JC2]: Return address. Mailing address format, NO name included.

Commented [JC3]: Date – letter style

Commented [JC4]: Address where letter is being sent. Mailing address format.

Commented [JC5]: 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 :

Commented [JC6]: Intro section. Letters are the one place where you CAN be direct and announce what you are after.

Commented [JC7]: Body – can be one or multiple paragraphs (usually shorter is better). Justify why you are after *whatever*. 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.

Commented [JC8]: 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.)

Commented [JC9]: Closing – Close firmly but with confidence. Avoid endings that might be sentimental. Capitalize ONLY the first word of closing and use a comma afterward.

Commented [JC10]: Type your full name AFTER leaving QS for your signature. Print out the letter and SIGN in the space.

Commented [JC11]: 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.