

Name \_\_\_\_\_

Date \_\_\_\_\_ **Business-Letter Form**

1. heading ----- 33 Seventeenth Circle  
Central City, OH 55555  
March 2, 2005
2. inside address-- Jefferson W. Adams, Editor-in-Chief  
*Central City Post-Telegram*  
8001 Fillmore Boulevard  
Central City, OH 55556
3. salutation ----- Dear Mr. Adams:
4. body ----- I am writing to ask whether you might have any internships available on your newspaper this summer. I am a local student who reads the *Central City Post-Telegram*. Last December 14, I had a letter printed in your Letters to the Editor column urging the improvement of the Central City Zoo.
- I have had two years' experience working for the community newspaper, the *East Central City Gazette*. As you may know, the *Gazette* prints neighborhood news, local personality profiles, and ads. Assisting my mother, Sabrina B. Ruskin, who is editor and publisher of the *Gazette*, I have learned much about writing headlines, laying out copy, and taking classified ads over the telephone. Recently, I wrote my first major article, interviewing three neighborhood store owners on the issue of parking availability.
- I am keenly interested in pursuing a career in journalism when I grow up, and I believe that a summer experience working at the *Central City Post-Telegram* would be the best possible experience. I also feel I have the background to earn such a position. I am enclosing a copy of my résumé to illustrate this point. Do you think we could arrange an interview for the job? As a home-schooled student, I have the advantage of a flexible daily schedule. Please call me at 555-1234 or write to the above address. Thank you very much for considering me.
5. closing ----- Sincerely,
6. signature ----- *Martina S. Ruskin*
7. name ----- Martina S. Ruskin