Cover Letter (Modified Block Style)

Return address

121 Knox Road, #6
College Park, MD 20740
March 4, 2009

Linda Hennessee, Managing Editor
World Discovery
1650 K Street, NW
Washington, DC 20036

Inside address

Dear Ms. Hennessee: —————— Salutation

Body

Please accept my application for the summer editorial internship listed with the Career Development Center at the University of Maryland. Currently I am a junior at the University of Maryland, with a double major in English and Latin American studies.

Over the past three years I have gained considerable experience in newspaper and magazine journalism, as you will see on my enclosed résumé. I am adept at digital photography and familiar with photo editing software; my primary interests lie in feature writing and landscape photography. My professional goal is to work as a photojournalist with an international focus, preferably for a major magazine. I cannot imagine a better introduction to that career than a summer at *World Discovery.*

I am available for an interview almost any time and can be reached at 301-555-2651. My e-mail address is jrichardson@example.net. My portfolio is online at http://jrichardson.example.net/jrportfolio.htm.

I look forward to hearing from you.

Close —————— Sincerely,

Signature —————— *Jeffrey Richardson*

Jeffrey Richardson

Enc.