

## Business Letter in Modified Block Style (Cover Letter)

Return  
address

121 Knox Road, #6  
College Park, MD 20740  
March 4, 2004

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 familiar with the basic procedures of editing and photographic development, but 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@jrichardson.localhost](mailto:jrichardson@jrichardson.localhost). My portfolio is online at <http://jrichardson.localhost/jrportfolio.htm>.

I look forward to hearing from you.

Close Sincerely,

Signature

*Jeffrey Richardson*  
Jeffrey Richardson

Enc.