**Business Letter Assignment**

To do: Using the format learned in class, write a letter to a business of your choice requesting a summer job.

Your letter should include:

* Business Address (look it up on line)
* Date
* Return Address (your address)
* Who are you writing to? (Just use Dear Sir or Madame: or Dear Hiring Manager: if you can’t find a name online)
* Three paragraphs:
  + 1st – introduce yourself and why you are contacting them, why you want to work for them
  + 2nd – why they should hire you, your special talents and characteristics
  + 3rd – thank-you and how they can contact you
* Complimentary Closing, Signature & Name
* Complete in Google Docs & Share with cbrincat when finished