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Enclosures (2)

Encl.: Presbyterian Hospital medical file

If you want to indicate that you're sending a copy of the letter to someone, type the abbreviation *c.* (for copy) followed by the other recipient's name:

c. Mr. Steven Spielberg *c.* Dr. Ramona Leary

- **Continuation pages.** If your letter requires more than one page, do not use letterhead stationery on the second and subsequent pages. Instead, use plain white bond paper. In the block style, flush with the left margin, insert the page number, the name of the person you are writing to, and the date.

2
Mr. Steve Kingsbury
April 7, 2015

EXERCISE

Write a letter of inquiry or complaint to address one of the following situations. Figure out whom you would write to, and use that information to construct the inside address and salutation.

1. You want information about a graduate program in physical therapy, including deadlines for applications, course requirements, fellowship availability, and any other related matters.
2. You have had your new automobile in the shop four times in the last two months for transmission problems and still it is not working right. You want a new transmission installed now; the existing transmission cannot be repaired, you believe.
3. You have had no success in ordering a box of multipurpose paper that you need for your printer and fax machine. The Web site does not respond to your inquiries.

Writing a Letter to Apply for a Job

If you're using the more conventional route of responding to a classified advertisement or job posting at school, the job-seeking letter and accompanying résumé are a vital part of the employment process.

Many employers now require job candidates to submit all letters and résumés electronically via e-mail or a Web site established for receiving job applications. Many prospective employers also specify PDF format for letters and résumés.

What passes for acceptable writing in informal e-mails to friends and family is thoroughly unacceptable in job applications. Clarity and correctness are essential. You'll be including your résumé with the letter, so avoid redundancy.

How do you make your letter stand out? Show the reader your special talents. Use specific examples to indicate relevant experience or to recount an incident that reflects your skills. Avoid the trite and careworn expressions that often infiltrate job letters: "Thank you in advance for your consideration," and "I look forward to hearing from you," and "I would be happy to meet with you at a convenient time," for example. Yes, it's a good idea to try to arrange for an interview, but you gain with a more forceful and direct statement, such as "May I call you next week to set up a meeting?" or "I'll call on Tuesday for an appointment at your convenience."

The sample letter appearing on page 409 is lucid and concise, yet forceful and infused with the writer's personality. The writer has chosen the block format.

Preparing Your Résumé

A résumé is a summary of your education, job history, and accomplishments. Reflect on your past experiences, and make a list of anything that seems relevant to displaying your character or giving any other valuable information about yourself. Think about any full- or part-time jobs you have held. Even if they are not in the field you're seeking to pursue, they can indicate ambition, ingenuity, strength of character, degree of responsibility, and so on. Think about honors and awards in school, on the playing field, or in some extra- or cocurricular enterprise. Even extracurricular work at high school, if it shows your skills in a positive light, can add useful information to your résumé. If you served in the military, include the details of your service that highlight your skills and expertise. Some employers provide special job opportunities for veterans.

You can find many free résumé writing Web sites and apps, which will provide automatic style options for your personal history. (Just do an Internet search for *résumé writing*.) Check the formats proposed so that you're satisfied with how the sites organize your information. What follows here are essential features that any résumé should include.

Start the résumé with your name, address, and telephone number on the top of the page. Include a fax number and (or) an e-mail address, if you have one. Then, you want to establish categories to make it easier for the reader to identify related pieces of information. Some typical categories are *Job Objective*, *Education*, *Work Experience*, *Honors and Awards*, *Personal*, and *References*. Set off these categories in boldface type or by underlining them and place them at the left margin. Put relevant information beneath the categories, as shown in the Sanchez résumé on page 411. Use sentence fragments to indicate some of your responsibilities and use lively verbs and verb forms. Writing fragments helps you avoid the redundant "I"—*I studied this, I did that, I did something else*.

Present relevant information about yourself in each category, as appropriate, following reverse time order—that is, you list the most recent item first. Like the

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501 East 64th Street, Apt. 24J
New York, NY 10021
Phone: (212) 555-9999
E-mail: oscsan@tele.com

April 15, 2014

Ms. Joyce Haberski, President
Web Designs, Inc.
1520 Commercial Drive
Sacramento, CA 95819

Key information complete in heading and inside address

Salutation: use of Ms. to avoid indicating marital status for woman correspondent

Dear Ms. Haberski:

Purpose of letter stated directly and forcefully

I learned from a mutual friend, Brian O'Malley, that your new company is seeking Web designers who can help put together commercial Web pages for a variety of companies. I'm the person you are looking for.

Source of job announcement stated in first sentence

Block style followed throughout

The keyboard is my soul mate. Although I wouldn't exactly call myself a computer nerd—I do like other things, such as reading mystery novels and fishing in Folsom Lake not far from our family home in Rancho Cordova—my iPad and I are inseparable. I never tire of exploring its potential. In high school I automated the production and design of our school newspaper, *Topics Weekly*, for which I served as managing editor in my senior year.

Friendly, informal style ("computer nerd"); personal information helps reveal writer's character

Key courses identified to suggest essential training for position

After I moved East, I attended Mildred Elley College, where I completed studies in Informational Technology in 2006. Along with courses in computer repair, programming, and software applications, I studied visual programming, Internet design, and electronic commerce. After two years at the Wiles Corporation I decided that I liked the creative side of computer work and returned to college as a communication arts major.

Essential details from résumé highlighted without restating all points

As a student at Marymount, I now have many courses in visual design under my belt, and I earned a Certificate in Web Design and E-Commerce. As you can see from my enclosed résumé, I will complete my Bachelor of Arts degree this June. I love working with people and, as you can tell, I love working with computers. After an exciting few years in New York City, I am eager to return permanently to California, where I was born and where my family lives.

I'll be back home in the Sacramento region after graduation on June 11 and would like very much to meet with you at your convenience soon after. May I call next week to set up an appointment?

Firm yet courteous effort to set up interview

Sincerely yours,

Complimentary close and signature

Oscar Sanchez

Oscar Sanchez

Encl.

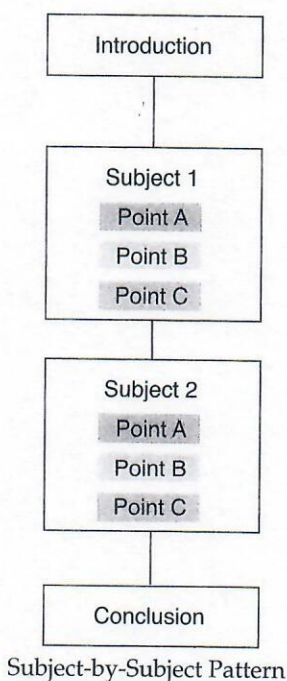
Student Writing: Comparison–Contrast

MyWritingLab

Subject-by-Subject Pattern

For short papers, one of the clearest patterns of organization—for comparison or contrast—is the **subject-by-subject pattern**, or **block method**. If you select this pattern, you first discuss one side of the subject completely, and then you discuss the other side. You must, of course, stress the same points in discussing each side of the subject; otherwise there will be no comparison. The diagram below will help you visualize the block method.

The following student outline and paper use the subject-by-subject pattern of organization.



Carey Byer Outline for "In the Swim"

Thesis: Swimming provides benefits without the hazards of jogging.

- I. The dangers of running as exercise
 - A. Works lower body instead of upper body
 - B. Muscle strain

Introduction builds to thesis by discussing popularity of another sport.

Thesis.

Writer presents details to challenge running as an exercise of choice and presents first subject of comparison.

Further details on problems with running.

Writer introduces second subject for comparison: swimming. Note transition in first sentence: "on the other hand."