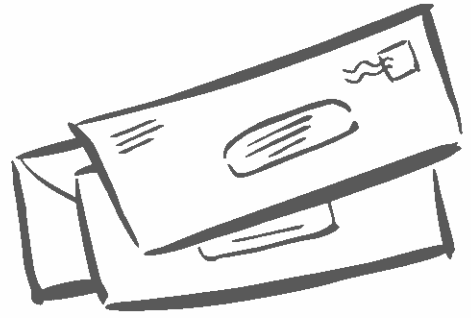


Writing on the Job

WRITING A BUSINESS LETTER

Writing a good letter can help you get a job. Writing skills also help you do well once you get the job. Write a letter to Charles Bohnsack thanking him for an interview. Address it to the Squeaky Dry Cleaning Shop at 12 Cherry Drive (in your city). Remind him of your willingness to work hard.



A large rectangular area with rounded corners, containing 20 horizontal lines for writing a letter. The lines are evenly spaced and extend across the width of the box.