

**SAMPLE 1: FULL BLOCK FORMAT
(SAMPLE FELLOWSHIP APPLICATION LETTER)**

HEADING (your address and date)	20-54 Jackson Avenue Brooklyn, NY 11352 June 28, 2007
ADDRESS (of the person you are writing to)	Ms. Jennifer Esposito John Doe Fellowship 595 Park Avenue New York, NY 10021
SALUTATION	Dear Ms. Esposito:
BODY	<p>The John Doe Fellowship has always loomed on the horizon for me. Ever since I decided to major in history, I have wanted to participate in your program. From the research that I have done, I believe that your program provides its participants with an extensively detailed look at the history of the world through hands-on experience with fossils, artifacts, and other remains that compose the blueprint of our existence. I am applying for the John Doe Fellowship because I believe that it would benefit me throughout my career and allow me to further understand the ideas behind history and how it is constructed.</p> <p>I am a very committed and goal-oriented person with excellent interpersonal skills. My background in history involves studying many different eras and time periods. My specialty, though, is the archeological study of the ancient world and its history. During the summer of 2004 and 2005, I interned at the Metropolitan Museum of Art as a tour guide. Both times, I not only utilized my knowledge of art and its history, but I also learned a lot about how that history was constructed. This experience has influenced me to intern as a tour guide at the American Museum of Natural History, where my love for the origins of history and learning from the tactile experience with artifacts increased. In the future, I would like to participate in historical research and eventually become a full-time professor of history.</p> <p>I believe my skills, experience, and goals make me an excellent candidate for your program.</p> <p>Thank you very much for considering me for the John Doe Fellowship. I am looking forward to hearing from you.</p>
COMPLIMENTARY CLOSE	Sincerely,
IDENTIFICATION LINE TITLE OR PHONE NUMBER	Bill Lurie (419) 352-5425
SIGNATURE	
ENCLOSURES OR DISTRIBUTION	Enclosure