

The student is to prepare a resume cover letter.

COVER LETTER

- (6) Use the Professional Letter template.
- (6) Caroline Louise Schmidt or Student Name in upper left, Arial Black, 16-point.
- (6) Return Address to right of Name block. (Font size is 7 pt, but student is not directed to make it 7 pt.)
- Font size of cover letter is 10-point, but student is not directed to make it this size.
- (6) 2 blank lines between date and TO address block, as provided by template. WD 3.44
- (6) 4 line address, blank line, salutation and colon: WD 3.44
 - (-1) for a missing address line.
- Create AutoText entry “imp” for “International Markson Press”. [Not measurable.] Used at end of first paragraph. WD 2.34 – 2.35, Steps 1-4.
- (6) *Charlotte News* in italics. WD 2.37 Steps 1-2.
- (6) Paragraph #1, 3 lines, 2 sentences, followed by blank line.
- (6) Paragraph #1 ends with “International Markson Press.” WD 2.38 – 2.39, Steps 1-2.
- (6) One paragraph, 4 lines, 3 sentences, followed by blank line.
- (6) Switch order of last 2 sentences in paragraph. The last sentence ends in “computer courses.” WD 2.40 – 2.42.
- (6) Left edge of table is 1.5 inches right of the left margin. WD 2.43 Steps 1-2.
- (6) Table with 3 rows and 2 columns, with data. WD 2.44
 - (-1) for each column entry not lined up by tab position.
- (6) Blank line after table. WD 2.45 Step 1
- (6) Closing paragraph, 3 lines, 2 sentences, with the last sentence ending with “International Markson Press.” WD 2.45 Step 3
- (1) Blank line above complementary closing, as provided by template.
- (1) Complementary closing, begin at left margin, as provided by template.
- (5) 3 blank lines for signature, as provided by template.
- (5) Caroline Louise Schmidt or student name as signature name. WD 2.46 Step 3.
- (4) Delete title block below name. WD 2.46 Steps 4-5.

- (-1) for proofreading errors: misspelling, etc.

7 Point:

ABCDEFGHIJKLMN**OP**QRSTUVWXYZ
abcdefghijklmnopqr**stuv**wxyz

9 Point:

ABCDEFGHIJKLMN**OP**QRSTUVWXYZ
abcdefghijklmnopqr**stuv**wxyz

10 Point:

ABCDEFGHIJKLMN**OP**QRSTUVWXYZ
abcdefghijklmnopqr**stuv**wxyz

11 Point:

ABCDEFGHIJKLMN**OP**QRSTUVWXYZ
abcdefghijklmnopqr**stuv**wxyz

12 Point:

ABCDEFGHIJKLMN**OP**QRSTUVWXYZ
abcdefghijklmnopqr**stuv**wxyz

16 Point:

ABCDEFGHIJKLMN**OP**QRSTUVWXYZ
abcdefghijklmnopqr**stuv**wxyz