

MICROSOFT WORD PROJECT 1

Due: 10 pm, Tuesday Feb. 23

Cover Letter and Résumé

Scenario: You have found an ad on Monster.com for an ideal job at your favorite company. The person you have to contact for the job is **François Léger, Operations Manager**. To get the job, you will create a résumé and cover letter and send them via email to your instructor. Because the job requires proficiency with Microsoft Word, you will use the cover letter and résumé as chances to show off your skills with this application. You may use actual or fictitious information; you will be graded not on the content of these documents, but on their format. Be sure to follow the directions below:

Note: Be sure to save all files in Microsoft Word 2007 document format. Do NOT use Microsoft Works or other versions of Word. Email the files as attachments to **RichMalloy@gmail.com, with your name and “Word Project 1” in the Subject line.**

Résumé:

1. Create a new document based on the Equity or Origin résumé template.
2. Replace the information in the template with your own information.
3. Preserve the formatting of the text in the templates.
4. Personalize your résumé by changing one or two of the styles slightly.
5. Save the file with the name **Resume-YourFullName.doc**, where *YourFullName* should be replaced by your actual name, e.g., Resume-BritneySpears.doc.

Cover Letter:

1. Create a 1-page cover letter to go with the résumé using the Equity or Origin letter template, to match your résumé. Use text similar to that in the Cover Letter example attached.
2. Format your name in 14 point text, in your choice of style or font.
3. Delete any lines containing placeholders for company name or title.
4. Add a line at the end of your return address and enter your email address as a hyperlink so that someone can click it to send you an email message.
5. Replace the text in the example with text that would be appropriate for a job of your choice.
6. Use bullet points to highlight your education and experience.
7. Include the accent marks on the word résumé.
8. Use Word to check the spelling and grammar to remove any obvious errors.
9. Save the file with the name **CoverLetter-YourFullName.doc**, where *YourFullName* should be replaced by your actual name.

The following pages show example documents in the Equity theme.

Ima Goode Student

203-555-1212

111 Main St.
Norwalk, CT 06854
igstudent@optonline.net

Objectives

To become promotion manager for an independent record company.

Education

June 2010 | **A.S., Business Administration, Norwalk Community College**

- Dean's List
- Organized Student Stock Investment Club

Experience

May 2007 – August 2009 | **Promotion Manager**

“Temper Tantrumz” Band | www.Tantrumz.com, Wilton, CT

Planned and executed weekly marketing activities for one of the top bands in Fairfield County
Arranged performances on two cable TV channels

Skills

- High proficiency in Microsoft Word (including Mail Merge)
- Professional proficiency in Microsoft Excel (including Pivot Tables and Lookup Functions)



2/23/2010

Ima Goode Student

111 Main Street

Norwalk, CT 06854

igstudent@optonline.net

François Léger

Operations Manager

General Electric

222 Botany Blvd.

Norwalk, CT 06854

Dear Mr. Léger:

I have just graduated from Norwalk Community College with an Associate's degree in Business, and I am a perfect match for the Promotion Assistant position you advertised in Monster.com.

Briefly, here is a description of how my education and work experience to date compare with your requirements.

- Proficiency in Microsoft Word & Excel: Successfully completed a college course covering Microsoft Office 2007
- Familiarity with the music industry: Worked as assistant producer, promoting a local band called "Temper Tantrumz"

I would welcome the opportunity to discuss my skills further and to explain in more detail how I might contribute to your company. Please contact me by phone or email at the address above. I have enclosed my résumé for your review.

Sincerely,

Ima Goode Student

Enclosure

