A resume is almost always accompanied by a one-page cover letter. Job applicants use cover letters to introduce themselves to the prospective employer, state what job position he or she is applying for, and briefly elaborate on their job experience. The objective of a cover letter and resume is to obtain a job interview.

In this activity, you will create a cover letter.

1. Open a NEW document in Word.
   * Unless otherwise stated, the font should be 12 point Times New Roman.
2. Set the page margins as follows: Top to 2", Left, Right, and Bottom to 1".
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
4. Review Figure 24-1 to reference the proper format and parts of a block style letter.
5. Type the handwritten cover letter provided in Figure 24-2 and format it in a block style letter format. Type your home address as the return address, the current date for the date, and your full name as the sender's name. Use your phone number and e-mail address where noted in the last paragraph.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Save the document as COVLETTER.
8. Print the document if required by your instructor.
9. Using a blue or black pen, sign your name in the signature block of the letter.
Here is an example of a block style letter. Use a block style when you want to write a formal letter. The entire letter is aligned, without any indentations. If you are not using a letterhead, be sure that your top margin is set to 2". All other margins should be set to 1".

Just below the return address, type the current date, without abbreviations, and quadruple space to the inside address. Double space after the inside address and type the salutation. If you don’t know the recipient’s name, use “Ladies and Gentlemen” or “Good Morning” for the salutation. Next, double space to the start of the body of the letter. Paragraphs are single spaced, never indented, and should have one blank line between them.

Finally, after your last paragraph, double space to the complimentary close. Use an appropriate complimentary close such as “Thank you,” “Sincerely,” or “Very Truly Yours.” Leave a quadruple space between the complimentary close and your typed name so that you may sign the letter with blue or black ink. Always be sure to proofread and spell check your letter before printing and mailing.

Sincerely,

Sender’s Name
Sender’s Title (if applicable)
Current Date

Country Hills Zip Line Tours
999 South Main Place
Country Hills, MD 63921

Dear Mr. Winkowski:

Enclosed please find my resume in response to the ad for a zip-line instructor in *The Country Hills Spectator Times*. I have visited your establishment and your assistant was kind enough to show me around. I was absolutely amazed just touring your facility.

Although I'm only 18-years-old, I have had the opportunity to frequent many zip-line tours from here to Australia. I have been trained in basic first aid and CPR and have gone through the required 46-hour training course. I am upbeat, flexible, enjoy teaching, and have a good sense of humor.

I would enjoy the opportunity to stop by your facility and discuss my qualifications further at your convenience. I can be contacted by phone at [student's telephone number] or via email at [student's email address]. I look forward to speaking with you. I am sure I will be a valuable asset to the Country Hills Zip Line Tours team. I appreciate your consideration and look forward to meeting with you.

Sincerely,

Your Name