

Practice Writing a Business Letter

Considering the information that you learned watching the “Writing a Business Letter” tutorial video, did you get any ideas of how you might use those skills? What things in the video were new for you? Do you think you could apply them?

Let’s suppose that you need to write a cover letter to accompany a resume for a job that you want. Do you think you might use a table and/or a bulleted list to itemize information? How about the Show/Hide feature? Will you use that to help control your document’s layout? As you type up your cover letter be sure to make a choice about indenting and margin size. Perhaps you’d like to line up the date and signature lines. If so, use a custom tab stop for that task.

In this practice, I would like you to think about a job that you would like to have. *(If you want to make a fictitious company, that will be alright.)* Please type up the letter and use at least three of the skills covered in the video to aide your design. As a reminder, those skills are:

- Using Show/Hide
- Indents vs Custom Tab Stops vs Margin control
- Non-breaking spaces or hyphens
- Inserting a table
- Building bulleted or numbered lists

When you’ve written the letter, I’d like you to create an envelope for the recipient and use the “Add to Document” option, so that the envelope becomes page one. If Show/Hide is one of the skills you use, please include a comment in your submission explaining in detail how it helped you in the design of the letter.