

WORD FINAL EXAM

CREATING A COVER LETTER WITH A TABLE

1. Create the letter as shown using the No Spacing button in the Styles group.
2. Insert a bottom border after the letterhead address, include Jessica Clare Duke in 20 point green font and the letterhead address as 9 point green font.
3. Save the letter with the file name, Word Final.
4. Create the body of the letter in 12 font. Set a tab at the 3.5" mark on the ruler for the dateline, complimentary close, and signature block. Insert the current date.
5. Center the table and Autofit to Contents and Autofit to Window to fit the text within the table.
6. Check the spelling, print preview and print. The document should fit on one page.

Letterhead

Jessica Clare Duke



2007 Pine Hill Road Troy, OH 45373
Phone (937) 555-7138. Fax (937) 555-7138. E-mail jduke@globe.com

Current date

Mr. Raja Vinoo
Personnel Director
Thermal Power Plant #424
Two Channahan Place
Snohomish, WA 98290

Dear Mr. Vinoo:

In response to your engineering position advertised on the Internet, I have enclosed my resume for your review. I feel I have the qualifications you seek and I am anxious to use my degree back home in the Pacific Northwest.

I recently received a bachelor's degree in mechanical engineering from Wooster State College in Ohio and hold an Electronic Mechanic Journeyman card. The following table highlights the emphasis of my study:

Industrial Electricity	22 hours
Maintenance	14 hours
Construction	10 hours

I have had the following work experiences at Bloomfield Trade School:

- Worked as a trainee engineering technician for the Operations department
- Assisted instructors in the Engineering department during laboratory experiments

Through my education, abilities, and desire to work, I feel well qualified for this position. I look forward to hearing from you to further discuss my career opportunities at Thermal Power Plant #424.

Sincerely,

Jessica Clare Duke

Enclosure

Your name