



Practice Exercise: Create a Cover Letter in Word

1. Open **Microsoft Word 2016** from the desktop or Start menu.
2. If necessary, click **Blank Document**.
3. We need to change the line spacing back to traditional settings (1.0 and No spacing after). Click **Home→Paragraph→Line Spacing**  and choose **1.0**.
4. Choose **Home-Paragraph→Line Spacing**  again and choose **remove space after paragraph**.
5. Type the cover letter in the box below. Your words may line up differently. Use the **ENTER** key appropriately (**4 times after the date and 4 after the closing - Sincerely**). Remember, the words will fall to the next line on their own.

November 12, 2017

Human Resources
Vitality Nutrition
5678 Delaware Street
Berkeley, CA 94702

Dear Hiring Manager,

It is a pleasure to be applying for the Cashier position at Vitality Nutrition. I believe my years of experience as a cashier and passion for healthy living through nutrition plus exercise will prove me a great candidate as a cashier at Vitality Nutrition. I admire the company's commitment to providing consumers with healthful, nutritious whole products that will increase their quality and length of life.

As a young candidate, I have high energy and an eagerness to learn. During my tenure at my local farmers' market, I worked for hours on my feet while attending high school full-time, keeping up with my grades, and being involved in several sports. I enjoyed working with the fresh produce and doing a job where I could be active.

I am currently attending Berkeley City College and studying alternative medicine. I am a firm believer in the healing power of a whole-food, organic, and plant-based diet. My parents taught me the value of health and always said that "health is wealth." I strongly believe that a healthy body is more efficient and can produce better results at school, on the field, and at work.

Thank you for reviewing my application for the Cashier position at Vitality Nutrition. I am confident that my high energy, optimal health, and background will make me a valuable team player at your company. I look to meeting you. Feel free to contact me at (510) 555-1212 or msmith@pretend.com.

Sincerely,

Michael Smith

6. Now we are ready to Save the file. Click **File**.
7. Click **Save** and then **Browse**.
8. Click **Desktop** on the left.
9. Double-click **Student-BAS-SERVER** shortcut.
10. Double-click **Alfred Miller's Classes**.
11. Double-click **Your Class** (Digital Literacy or Introduction to Computers).
12. Double-click **Your Name**.
13. Click in the filename area and type **Cover Letter** for the filename. Replace **Your Name** with your real name.
14. Click **Save**. If you want to turn in the assignment, you can upload files with the [Student Exercise \(Assignment\) Upload Form](#). Remember when you click upload, to choose the file from the folder where you saved it.