

Microsoft Word, 2016

Assignment #3

In this assignment you will be using templates provided by Microsoft to create a resume and a cover letter. You will search for the templates, update the data, and save the documents. If you do not have a live internet connection samples of the templates have been included with the data files.

Set-up

- 1) Open a "New" document and search the available templates with the search term "cover letter for resume." From the selections returned click on the template named "Cover letter for entry-level resume" and create the document. If you do not have an internet connection, a copy of this template is saved with the student homework files.
- 2) Save this document as "Cover_Letter_LastName_FirstName" replacing the words LastName and FirstName with your name.
- 3) Open a "New" document and search the available templates with the search term "Entry Level Resume" and click on the template named "Entry-level resume" to select it and create the document. If you do not have an internet connection, a copy of this template is saved with the student homework files.
- 4) Save this document as "Resume_LastName_FirstName" replacing the words LastName and FirstName with your name.

Update the Cover Letter

- 5) Return to the cover letter document and update the heading with your personal information (leaving the website blank, unless you have a website you would like to include). Notice that your phone number has been inserted in the paragraph that starts "I would very much like to discuss...", and that your name has been added to the bottom of the letter.
- 6) Insert today's date on the first line of the letter (not the header).
- 7) Modify the recipient's name and address to match your professor's name and the address of Montgomery College (campus phone numbers and addresses are available on the website – www.montgomerycollege.edu). Notice your professor's name has been inserted into the salutation (Dear Recipient was changed), and the name of the business has been inserted into the paragraph that starts "I would very much like to discuss...".
- 8) In the first paragraph of the letter "Are you looking for..." modify "job title" to "Assistant Store Manager" and fix the grammar since the job title starts with a vowel.
- 9) Select all four bullet points and increase the indent level, then select each bullet and modify the text as shown below
 - Change "Number of years in the field" to "Three"
 - Change "Area of Experience" to "Retail Sales"
 - Change "industry or field" to "inventory control"
- 10) In the paragraph that starts "I would very much like to discuss..." change the "earliest time available" to "10:00 a.m." and the "latest time available" to 10:00 p.m.
- 11) Save this letter and go to the resume.

Update the Resume

- 12) Update the resume header with the same information you used on the cover letter.
- 13) Modify the “Education” section to include at least two entries, the Associates degree or Certificate you are working toward at Montgomery College and your high school degree (if you have additional degrees you can include those as well).
- 14) Modify the “Awards” section to include any academic awards you received (or will receive)- be sure to include at least one award (even if it is made-up) and delete the unused lines.
- 15) Delete the “Teaching Experience” section. [Note: most of the resume is formatted using a table so deleting lines or sections will require using the “Table Tools – Layout – Rows & Columns” tools to add or delete content.]
- 16) Update the “Related Experience” section to include the following two jobs:
 - Walmart Department Manager in Sporting Goods where you supervised staff, set schedules, managed stock, and limited product theft through close monitoring of inventory and sales reports in 2016
 - Life Is Good – Alexandria where you were a Sales and Customer Service Representative and assisted with purchase decisions – upselling when possible, maintained store front in clean and attractive state, processed and reconciled cash and credit sales of several hundred dollars each day in 2015.
- 17) Erase any unused lines.
- 18) Delete the “Publications and Papers” section.
- 19) Modify the “Languages” section to include the languages you actually have some fluency with, be sure to include at least two (even if one is only something you plan on being fluent in at some point in the future).
- 20) Modify the “Memberships” section header to “Clubs and Sports” and copy the format from another section to the new section name.
- 21) Modify “Clubs and Sports” to include at least two clubs or sports teams you have joined (or plan to join) while here at Montgomery College. Delete any unused lines after your entry and the next section.
- 22) Delete all of the rows that follow “References available upon request”

Finish the documents

- 23) Save the resume document and add a comment in the document properties with your name and today’s date.
- 24) Save the cover letter document and add a similar comment in the document properties.
- 25) Submit both documents following the instructions given to you by your instructor.