

## Activity 24: Cover Letter

In this activity, you will practice how to:

1. format a block style letter

### Activity Overview:

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.

### Instructions:

1. Open a NEW document in Word. The font should be set to Times New Roman, the font size to 12 point.
2. Set the correct page margins.
3. Insert a header that includes your name left aligned, assignment title (COVERLETTER) centered, and your period right aligned.
4. Review the sample letter to reference the proper format and parts of a block style letter.
5. Using the letter on the next page, compose a cover letter 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 email address where noted in the last paragraph.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Save the document as COVERLETTER/
8. Upload your assignment to moodle.

Abercrombie & Fitch / 6301 Fitch Path / New Albany, OH  
43054 / Dear Mr. Abercrombie: / Enclosed is my resume for  
your review in response to your advertisement for  
employment in a recent issue of The Boston Globe. I would  
be very interested to learn more about the position of  
fashion designer and how my qualifications may best fit  
your needs. / Recently, I graduated with a Bachelor of  
Fine Arts Degree in Fashion Design from the Fashion  
Institute of Technology in New York. I have also interned  
with The Gap in New York City. My responsibilities there  
included assisting designers with style proposals and basic  
pattern making. My experience with textiles and  
accessories is solid since I have worked in clothing since  
high school. / I would love the opportunity to discuss my  
qualifications further with someone in your company. I  
can be contacted at <your phone number> or by e-mail at  
<your email address>. / Sincerely, / Your Name