Current Date

Dear Sir or Madam:

I am an experienced receptionist with over five months of experience to offer you. I enclose my resume as a first step in exploring the possibilities of employment with the City of Spokane.

My most recent experiences was attending The Adult Education Center where I learned proper Telephone technique. As a receptionist with your organization, I would bring my positive telephone personality and excellent customer relation skills. Furthermore, I have excellent computer skills in Microsoft Word, Access, and Excel.

I would appreciate your keeping this inquiry confidential. I will call in a few days to arrange an interview at a convenient time for you. I am interested in working as a receptionist for your organization. Thank you for your consideration. A copy of my resume is enclosed.

Sincerely,

Koleen Salanson

Enclosure

<center>MS WORD Mock Employment Test</center>

TASK 1

Close this file and begin a new document.

KEY EACH SENTENCE AND SAVE EACH SENTENCE SEPARATELY.

KEY this sentence and save it as **sentence 6**
Furthermore, I have excellent computer skills in Microsoft Word, Access, and Excel.
Close this file and begin a new document.

KEY this sentence and save it as **sentence 9**
Thank you for your consideration. A copy of my resume is enclosed.
Close this file and begin a new document.

Close this file and begin a new document.

KEY this sentence and save it as **sentence 3**
I enclose my resume as a first step in exploring the possibilities of employment with the City of Spokane.
Close this file and begin a new document.

KEY this sentence and save it as **sentence 7**
I world appreciate your keeping this inquiry confidential.
Close this file and begin a new document.

KEY this sentence and save it as **sentence 2**
I am and experienced receptionist with over five months of experience to offer you.
Close this file and begin a new document.

KEY this salutation and save it as the **opening 11**

Current Date

Dear Sir or Madam:
Close this file and begin a new document.

KEY this **complimentary close** and save it as **complimentary closing 10**
Sincerely,

Koleen Salenson

Enclosure
Close this file and begin a new document.

KEY this sentence and save it as **sentence 5**
As a receptionist with your organization, I would bring my positive telephone
personality and excellent customer relation skills.
Close this file and begin a new document.

KEY this sentence and save it as **sentence 8**
I will call you in a few days to arrange an interview at a convenient time for you. I
am interested in working as a receptionist for your organization.
Close this file and begin a new document.

KEY this sentence and save it as **sentence 4**
  My most recent experience was attending The Adult Education Center where I
learned proper Telephone technique.
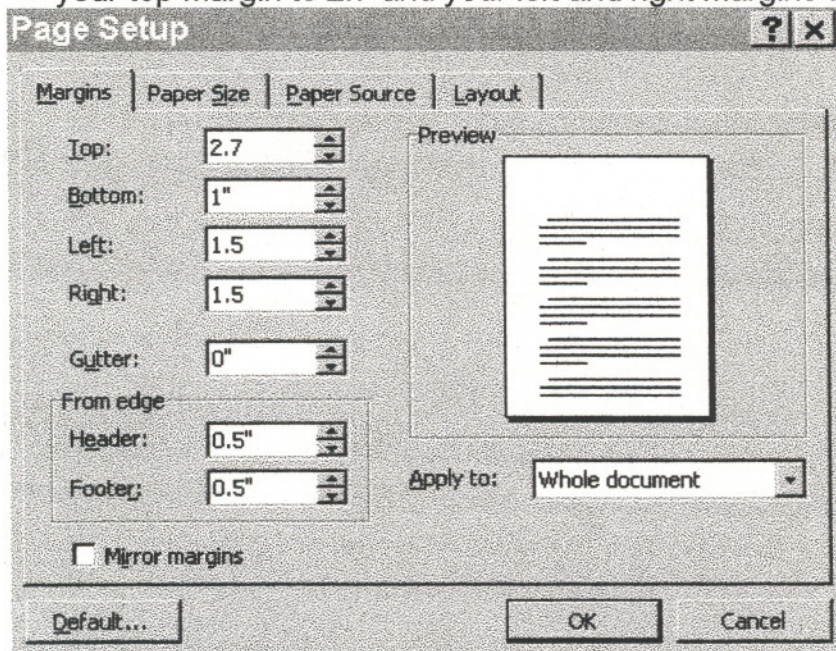Close this file and begin a new document.

KEY this sentence and save it as **sentence 1**
  read your ad in the Spokesman-Review for an entry-level receptionist. Since I
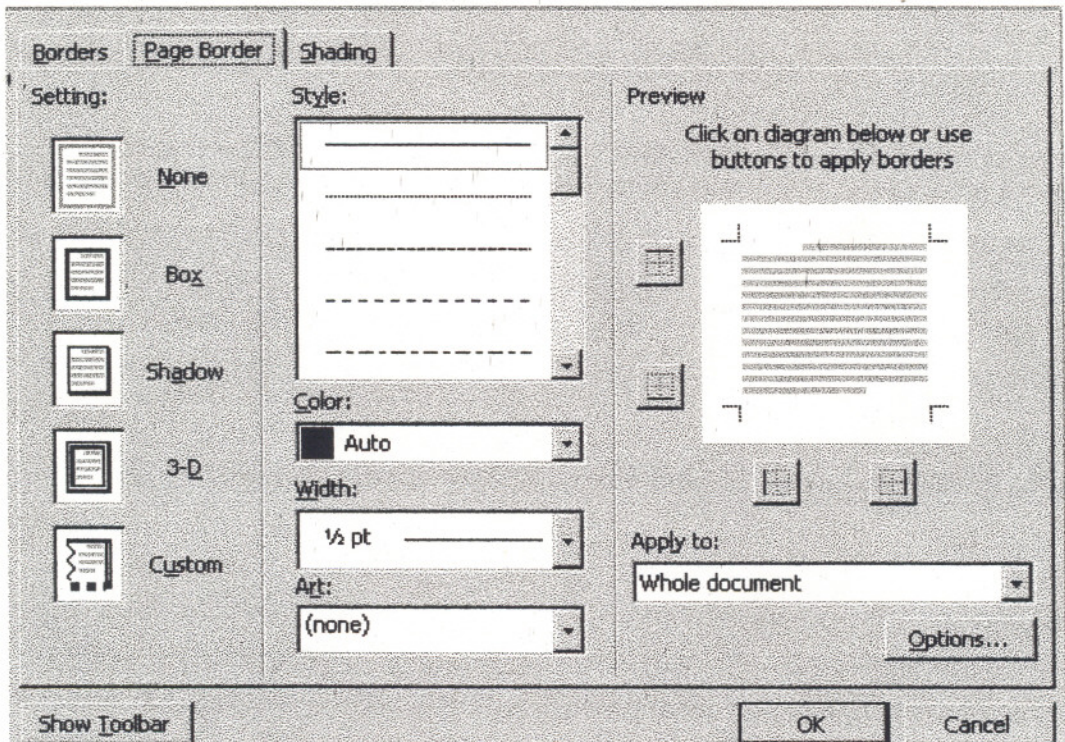have the necessary skills and qualifications, I would like to apply.

1 After you have stored each sentence by the number, we will now assemble each sentence to make a letter. Begin by clicking on a new page.

2 Set your margins for an average letter. Click on file, choose Page Setup, set your top margin to 2.7 and your left and right margins to 1.5.

Page Setup ? ×

Margins | Paper Size | Paper Source | Layout

Top:	2.7
Bottom:	1"
Left:	1.5
Right:	1.5
Gutter:	0"

Preview

From edge
Header: 0.5"
Footer: 0.5"

Apply to: Whole document

☐ Mirror margins

Default... | OK | Cancel

3 Insert the date and salutation, by clicking Insert, choose File, choose Salutation 11 and OK.
4 Enter two times after the salutation.
5 Click on Insert, choose File, find sentence 1, and click OK.
6 Click on Insert, choose File, find sentence 2, and click OK.
7 Click on Insert, choose File, find sentence 3, and click OK. Enter two times to start a new paragraph.
8 Click on Insert, choose File, find sentence 4, and click OK.
9 Click on Insert, choose File, find sentence 5, and click OK.
10 Click on Insert, choose File, find sentence 6, and click OK. Enter two times to begin your last paragraph.
11 Click on Insert, choose File, find sentence 7, and click OK.
12 Click on Insert, choose File, find sentence 8, and click OK.
13 Click on Insert, choose File, find sentence 9, and click OK. Enter two times to end your letter.
Click on Insert, choose File, find **complimentary closing 10**
14 , and click OK.
15 You should have a well-written cover letter.
16 Click on Edit, choose Select All, then click on Format, choose Borders and Shading, click on the Page Border, and put a border around the letter.

Borders	Page Border	Shading

Setting:

None

Box

Shadow

3-D

Custom

Style:

Color:
Auto

Width:
½ pt ——————

Art:
(none)

Preview

Click on diagram below or use buttons to apply borders

Apply to:
Whole document

Options...

Show Toolbar   OK   Cancel

17 Click on Box, change the line style if you want, and click OK.

18   Print this letter and turn it in.

TASK 2

These are basic skills that you should know. If you don't know them, the instructions are beneath each item.

Select Text

- Click on Edit, choose Select All.
- You may also choose to hold down the Shift key and use the cursor keys to select down, left, right, or up.
- You may choose to highlight with your mouse to select text.
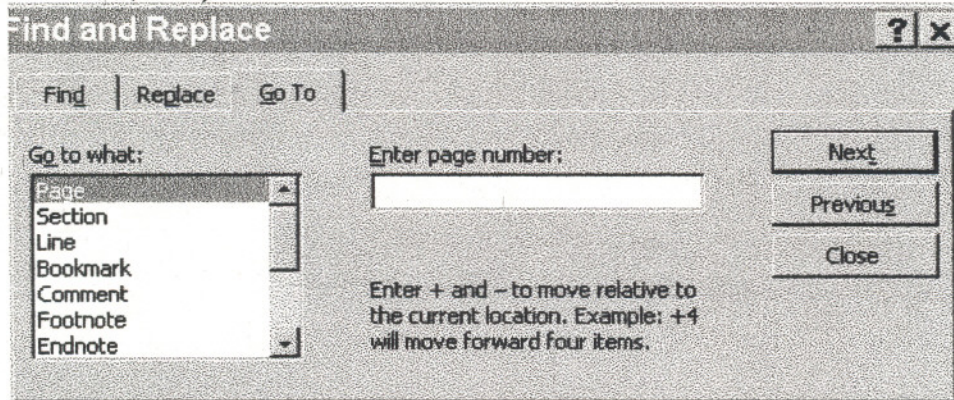
Change Font size.

- Click on Format, choose Font, and click on the size you want and click OK.
- You may also choose to click on the number in the formatting toolbar and choose the number you want and enter.

Cut Text

- Select the text you want to cut.
- Click on Edit, choose Cut--if you are cutting your text to put it somewhere else, click where you want to put it and click on Edit, choose Paste.
- You may also use the scissors to cut text:
- Click on the Paste icon to paste it where you want.

Use Go To

If your document has more than one page, you may choose Edit, choose Go To, type in the number you want, and click OK. You may also choose to go to the selection, or other choice. (Section, Line, Bookmark, Comment, footnote, Endnote, etc.)
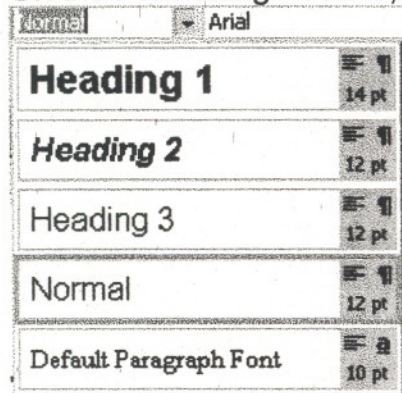
Find and Replace   ? ×

Find | Replace | Go To |

Go to what: Enter page number: Next

Page   [   ]   Previous
Section
Line   Close
Bookmark
Comment   Enter + and – to move relative to
Footnote   the current location. Example: +4
Endnote   will move forward four items.
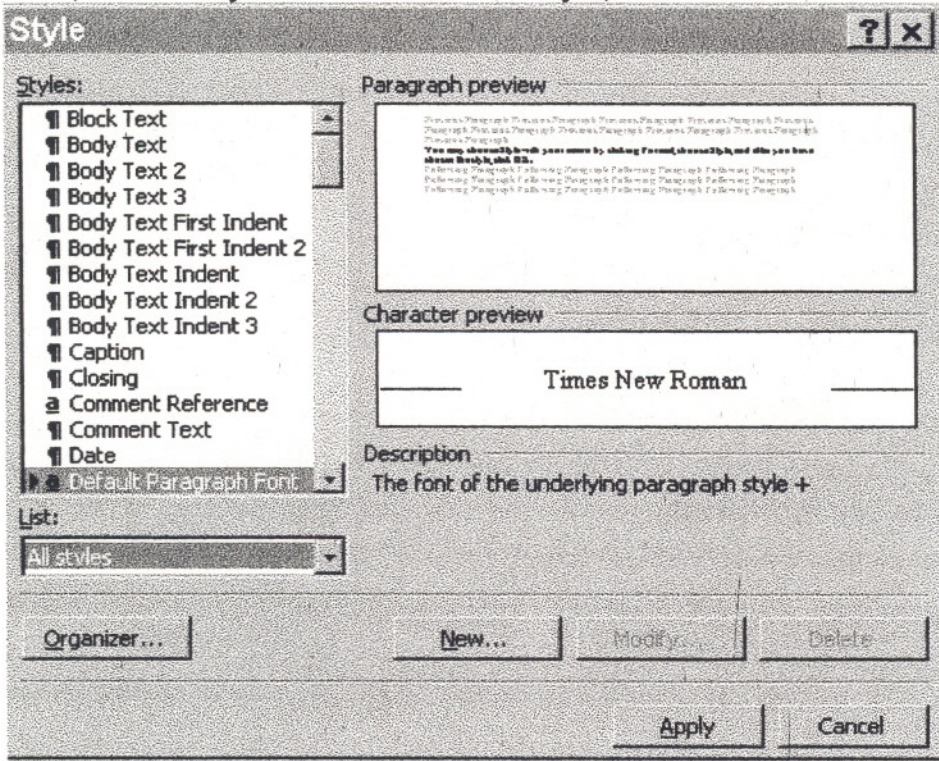
Preview Document

To preview a document, click on File, choose Print Preview, or choose Print

Preview from you Standard Toolbar.

Apply Style

On the Formatting Toolbar, choose the drop-down arrow and choose a style.

Normal   Arial

Heading 1   14 pt

Heading 2   12 pt

Heading 3   12 pt

Normal   12 pt

Default Paragraph Font   10 pt

You may choose Style with your menu by clicking Format, choose Style, under the dialog box, which says List, change to All Styles, and then click the style you want, and after you have chosen the style, click OK.

Change Line Spacing
- Click on Format
- Choose Paragraph
- Click below Line Spacing, choose from the drop-down list and click OK.