



## Challenge Project 1-8

Create a cover letter for a job application. A cover letter typically accompanies a resume to introduce an applicant to a prospective employer. You can use and modify an existing cover letter, or you can create a new one. It is important to customize each cover letter for each job for which you are applying.

**[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]**

---

File Needed: None

Completed Project File Name: ***[your initials] Word 1-8.docx***

---

Open a new document and save this document as ***[your initials] Word 1-8***.

Type this document as a personal business letter in block format. For more information on formatting a personal business letter, see *Appendix B: Business Document Formats* (online resource). Many online resources are available to help you with both content and format. One of the best online resources for writing is the Online Writing Lab (OWL) from Purdue University (<http://owl.english.purdue.edu/owl/>). Search this site for helpful information about cover letters.

Modify your document according to the following guidelines:

- Move sentences and paragraphs as needed to produce a well-organized cover letter.
- Add words to the dictionary as needed.
- Use the *Thesaurus* to find synonyms as needed.
- Include document properties, and spell and grammar check the document.