**LETTER EXERCISE**

This exercise covers a number of formatting tools in ***Word 2016***, e.g. text alignment, using plain and bold text, etc.

It also covers the creation of a letter for *Communications*.

However, the emphasis in this class will be on becoming familiar with formatting tools in *Word 2016*; therefore, even if you already have a letter created, please complete this exercise for the *Word Processing* component ☺

***Note:*** Instructions will be highlighted with a grey background.

**Follow the instructions** to create a letter with ***your own*** details in it.

**TICK OFF** each instruction (overleaf) as you complete it:

**LETTER EXERCISE Align Right, Single-line spacing, Spacing After ‘0’ for the address & contact details:**

e.g. 212 Evergreen Road

Ballyphehane

Cork

T12 AB12

**Date:** 20/09/2019

**Phone:** 085 1234567

**Email:** CSN19.Annie.Won@csn.ie

**Align Left the name & address of the person you are writing to, here:**

e.g. The Company

Tramore Road

Cork

T12 AC91

**1.5 line-spacing for the body of the letter (Don’t forget the comma after ‘Dear’!):**

Dear ,

**Press enter twice to give space here and between paragraphs**

**Press the Tab key to indent the first line of paragraphs:** My name is Annie Won. I am looking for work experience as part of my Level 5 course in **Write the name of your AWARD here** at CSN College of Further Education. I researched your **Type as appropriate: website *or* company *or* charity *or* association** and was very impressed by what I saw. I would love to be a part of your team this year. I am available for work experience on **Write the day of the week you are timetabled for *Work Experience 5N1356*, here.** I have already been Garda vetted through CSN, so would be able to start work experience with you immediately.

**In Paragraph 2, give specific details about your skills/abilities that would be suited to this particular work experience.**

I enclose a copy of my Curriculum Vitae (CV) and am available for interview at your convenience. I look forward to hearing from you soon.

Yours Faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annie Won**

**Type your name in bold under the signature line. Reduce ‘Line-Spacing’ to single and ensure ‘Spacing After’ is set to ‘0’ (i.e. Zero). This is to ensure your name is closer to the line.**

**Go to ‘Layout’ Tab, ‘Page Setup’ Group, Select ‘Margins’ and ‘Narrow’ to give yourself more space if your letter doesn’t all fit on one page.**

**SAMPLE OF A COMPLETED LETTER** 212 Evergreen Road

Ballyphehane

Cork

T12 AB12

**Date:** 20/09/2019

**Phone:** 085 1234567

**Email:** CSN19.Annie.Won@csn.ie

The Company

Tramore Road

Cork

T12 AC91

Dear Mrs Ryan,

My name is Annie Won. I am looking for work experience as part of my Level 5 course in Business Studiesat CSN College of Further Education. I researched your company and was very impressed by what I saw. I would love to be a part of your team this year. I am available for work experience on Wednesdays. I have already been Garda vetted through CSN, so would be able to start work experience with you immediately.

I believe I have much to offer: I have several years’ experience working in your area. I am confident managing people, but am also able to work alone. I also hold a QQI Level 5 in Word Processing (Distinction).

I enclose a copy of my Curriculum Vitae (CV) and am available for interview at your convenience. I look forward to hearing from you soon.

Yours Faithfully,

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**Annie Won**