**Project 1: Typing a Block Style Business Letter**

You are reading through the Fern Creek newspaper and notice that the school store is hiring for a cashier position. The hours would be from 7:00 a.m. to 7:30 a.m. Monday through Friday and after school from 2:30 p.m. to 3:00 p.m. You must submit a cover letter to Mr. Doug Schneider, 9115 Fern Creek Rd., Louisville, KY 40291. The cover letter must have three paragraphs.

* How or who you found out about the job and what job you are applying for.
* What are your qualifications for the job? (What skills can you bring to the business?)
* When can you set up an interview? How and what times can you be reached by phone to set up the interview? (E-mail, cell phone, etc.)

1. When Word 2013 opens, the recent screen appears. Click (blank) document. Click Create.
2. Display the Show/Hide nonprinting characters.
3. Create a Block Style Business Letter with **Mixed Punctuation**. *(If you can’t remember the spacing or what mixed punctuation is, refer back to your steps in Ch. 1!!!)*
4. When finished typing the letter, SAVE AS (your last name).cover letter. ***Ex. Schneider.coverletter***
5. Print the letter out and sign your name between the closing and your printed name. ***(Use black or blue ink)***