

CGS 1570

Chapter 5: Using Tables and Templates to Create Resumes and Cover Letters

Assignment 4

Name: _____ Section (Time/Day): _____

<ul style="list-style-type: none">• Download the files required for the text and store them on your media (preferably a USB drive).• The files required for this assignment are found on the Teacher drive.		Number of Printouts
1.	Complete Activity 2.01 – Activity 2.09 in Project 2A (pp. 204-216). Print the resume in Step 13 on p. 216.	1
2.	Complete Activity 2.10 – Activity 2.22 in Project 2B (pp. 217-237). Print the 2B Letterhead , 2B Cover Letter , 2B Brief Resume , and 2B HTML Resume in Step 6 on p. 237.	4
3.	Complete Mastering Word, Project 2G Job Letter (pp. 251-253). Print the 2G Job Letter , 2G Resume , and 2G Fax in Step 15 on p. 253.	3
4.	Complete You and GO! Project 2N Personal Resume (p. 260). Print the 2N Personal Resume and 2N Personal Cover Letter on p. 260.	2
Staple your printouts in order and attach cover page when submitting the assignment.		