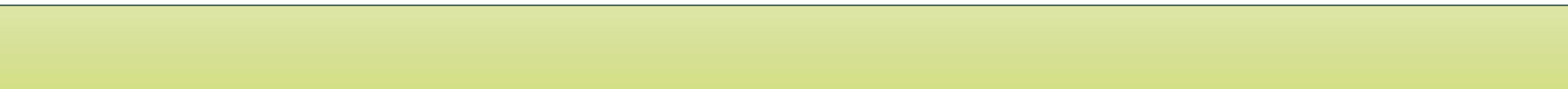




Edit Letter Exercise

By Mark Gillan



Exercise – Editing a letter

You are required to edit the application letter as follows:

- At the top of the address for Imagine Your Future, replace the words “The Chief Executive Officer” with the name Dr Sarah Li
- Edit the wording and layout of the letter to accommodate the fact we now know the name of the person to whom the letter will be addressed
- After the greeting line, insert the words “Application reference 988/18” and underline this new wording as a paragraph by itself centred between the margins
- Delete the paragraph commencing “During the last few years ...”
- Remove the bulleted list and replace with a centre aligned quotation on one line by itself using italics:

“Everything should be made as simple as possible, but not simpler.” (Einstein)

- Embolden the value of £98.50 and change the amount to £109.80
- Change the font throughout the letter to Times New Roman, 12 pt in size
- Change the wording “application in greater detail” to now read ... application in extended detail.
- Place your name as a signature using a handwriting font type and size 18 pt

Check and sign off your letter

- The edited letter should look something like the one opposite
- Ensure you invoke the Spelling & Grammar tool and check the letter yourself (proofread)
- Save the edited letter to your coursework folder as a Microsoft Word document named:
editedappleletter

Your Full Name
First Line of Address
Town or City
Post Code

Date goes here

Dr Sarah Li
Imagine Your Future (Scotland) Inc.
550 Forward Way
Fortune
Dumfries & Galloway
DG13 5DD

Dear Dr Li

Application reference 988/18

I refer to the advertised position of Manager within our Head Office and would be grateful if you would be so kind as to consider my application.

Enclosed is my curriculum vitae showing my experience within the industry along with extensive learning at college. The supporting statement refers to my work experience and relevant training to which I will continue during my career. It has always been my intention to dedicate time and effort to the improvement of knowledge.

"Everything should be made as simple as possible, but not simpler." (Einstein)

It has been noted you require payment of professional fees prior to interview and I understand the amount of **£109.80** to which I enclose herewith is payable each year.

May I take this opportunity of thanking you for your time and hope you will afford me time to discuss my application in extended detail.

Yours sincerely

Your Name

Enc.