CS130/230 Assignment 4

Mail Merge

Date Assigned: Monday, October 23, 2006
Date Due: Monday, October 30, 2006
Total Points: 60 points

Regardless of whether you will be looking for a job this year or not, it is a good idea to maintain an up-to-date resume, and a standard cover letter for applying to jobs.

Microsoft Word provides many tools to aid in this process. One of these is mail-merge, which we have covered in class. Mail merge can be used to create multiple envelopes by reading the addresses from the database, and also personalized cover letters. Another useful feature is the templates for resumes.

For this assignment you will need to do all of the following:

1) Résumé

You are to create two résumés. The information in both résumés should be the same, but the formatting should be different.

a. Résumé from template: For this résumé, you should use an existing template in Microsoft Word. You can do this by going to File, New, and select template. Choose whichever résumé template that you prefer.
b. Résumé from scratch: For this resume, you are to create the résumé from scratch, and format the document yourself.

The content of the résumés should be the same. Both résumés should include:
a. Name and address
b. Job objective
c. Education
d. Work experience
e. Computer skills
f. Relevant courses
g. Significant projects (optional)
h. Special interests and/or activities
i. References (exactly three listed at the bottom)

You are to make this resume as real as possible and it must contain the date in which you are planning to graduate. If you are planning on going to graduate school, then include this in your résumé under education and the date of graduation will be when you plan on finishing graduate school.

2) Discussion on Word Templates

Write a paragraph discussing your experience writing the résumé using the template, and not using the template. Discuss the positives and the negatives of each option, and tell me which one you prefer.

3) Cover Letter

The cover letter is a letter to the company you would like to work for. This letter states a little about where you saw the add or learned about an employment opportunity, your background, planned graduation date, why you would like to work for this company, and when you would be available for an interview at their request.

When composing this letter, choose five actual job opportunities from a paper, magazine, and/or the Web.

Create an Excel worksheet with the employment opportunity information in the worksheet and set up the cover letter as a mail merged document including the pertinent information from the Excel worksheet.

Also, you cannot use the word I more than four times in the entire cover letter.

For each employment opportunity in Excel, you should include the following. You can leave some of them blank if you don't have the information, but try to be as thorough as you can.
- Company name
- Contact person's name
- Address 1
- Address 2
- Address 3
- State
- Zip
- Phone
- URL

4) Envelopes

Using the same Excel file from part 2, create a new Word document to create envelopes for your cover letters. Your envelopes should be size 14 (5 x 11.5 inches). As well as including the name and address of the employer, you need to include your name and address in the standard return address location.

Do not wait until the last minute to finish this project. Your grade will be based on professional appearance, content, realism, grammar, spelling, and completeness. Although there is no way to know exactly what jobs you will be looking for (unless you are a graduating senior) you must have some idea. Realistically, evaluate the situation and apply for a jobs with a companies that you might be interested in working for.

5) **What to Submit**

You must submit hard copies of each of the following. Make sure you staple the individual documents.

      a. Résumé from template (10 points)
      b. Résumé from scratch (10 points)
      c. Discussion on Word Templates (5 points)
      d. Cover letter template (before merging) (10 points)
      e. Five cover letters (after merging) (10 points)
      f. Envelope template (before merging) (5 points)
      g. Five envelopes (after merging) (5 points)

Remaining 5 points will be used for grading you on naming your folder correctly, naming files correctly, and professionalism.

You must also submit electronic copies of all of the above. You should save all the documents in the folder "04JobPUNet", for example, my folder would be called "04Jobkhoj0332".

Specifically, the folder should contain:

      a. Résumé from template (TemplateResume.doc)
      b. Résumé from scratch (Resume.doc)
      c. Discussion on Word Templates (Discussion.doc)
      d. Cover letter template (before merging) (CoverLetterTemplate.doc)
      e. Five cover letters (after merging) (CoverLetterMerged.doc)
      f. Envelope template (before merging) (EnvelopeTemplate.doc)
      g. Five envelopes (after merging) (EnvelopeMerged.doc)

To be considered on time, this folder must be placed in the CS130 Drop Box by 6pm on the date in which the assignment is due.