Connect to Your Career

7-3 Master Cover Letter

1. Create your master cover letter using the cover letter draft from Activity 7-2. When you are finished, run a spell-check and proofread the document.

2. Save your Word document as *FirstnameLastname*\_MasterCoverLetter.docx (i.e., JohnSmith\_MasterResume.docx)

3. Next, save the MasterCoverLetter file as a plain text document. This will be used when you need to submit your résumé online. The name of the file should stay the same, but the extension will change. Your file name should look similar to JohnSmith\_MasterCoverLetter.txt to match your word document.

4. Next, save the MasterCoverLetter file as a PDF document. The name of the file should stay the same, but the extension will change. Your file name should look similar to JohnSmith\_MasterCoverLetter.pdf to match your word document.

5. Then, save the MasterCoverLetter file as a web page document. The name of the file should stay the same, but the extension will change. Your file name should look similar to JohnSmith\_MasterCoverLetter.htm to match your word document.