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| **LABORATORY** | | | |
| **Topic:** | Introduction to Information Technology | **Week No.** | 4 Laboratory |
| **Course Code:** | IT001 | **Term** | 2nd Semester |
| **Course Title:** | Introduction to Information Technology, Word Processing/ Spreadsheet | **Academic Year** | 2024-2025 |

**Activity Title: Resume and Cover Letter Formatting**

**Instructions:**

1. **Open the Word Processor**
   * Launch Microsoft Word (or an alternative word processor).
   * Create a new blank document.
2. **Create a Resume**
   * Add a title with your full name in **bold** and **larger font size** (e.g., 18 pt).
   * Insert contact information (email, phone number, LinkedIn) in a smaller font (e.g., 12 pt).
   * Use **headings** (e.g., "Education," "Experience," "Skills") with bold formatting.
   * Insert a table (2 columns, multiple rows) to organize education and experience details.
   * Use **bullet points** for listing job responsibilities and skills.
   * Apply appropriate line spacing (1.15 or 1.5).
3. **Write a Cover Letter**
   * Create a new page for the cover letter.
   * Use proper formatting for the letter (sender’s address, date, recipient’s details).
   * Write a formal introduction, body paragraphs, and conclusion.
   * Use **alignment tools** to justify the text.
   * Apply proper font style (e.g., **Calibri, Arial, or Times New Roman**).
4. **Enhance Document Appearance**
   * Insert a header and footer with page numbers.
   * Apply a **border or shading** to headings for better readability.
   * Use spell-check and grammar tools to ensure correctness.
5. **Save and Submit**
   * Save the document as **“Lastname\_Firstname\_Resume.docx”**.
   * Export a copy as a **PDF**.