

## Unit 2 Practice 1

1. Download and save the file cover.htm in your Lastname\_Unit2Practice1 folder. After this practice, there will be less and less screenshots of the code, so you need to pay careful attention to details in the steps
2. Add the style tags in the head section

```
<style type="text/css">  
  
</style>
```

3. Change the paragraphs to be 12px, Arial and grey

```
p {  
  font-family: Arial, sans-serif;  
  font-size: 12px;  
  color: grey; }
```

4. Make the level 3 headers 24px, Times New Roman and navy

```
h3 {  
  font-size: 24px;  
  font-family: "Times New Roman", serif;  
  color: navy; }
```

5. Change the level one header that says "The Cover Letter" to be aligned in the center, 3.5em, red and Chalkduster

```
h1 {  
  font-size: 3.5em;  
  font-family: chalkduster, sans-serif;  
  color: red;  
  text-align: center; }
```

6. The words "paper" and "font" are already bold, make them slightly larger, font size of 110% and change them to a color of red
7. Make the phrases "proofread for meaning," "their company," and "your gain is their gain" in the first, fifth and sixth paragraphs red and bold

```
strong {  
  font-size: 110%;  
  color: red; }  
  
em {  
  color: red;  
  font-weight: bold; }
```

8. Now change all headings, regardless of size, to all small capital letters and add 2px more spacing between their letters

```
font-variant: small-caps;  
letter-spacing: 2px;
```

9. Make the paragraphs double spaced using a line-height of 200%
10. To help balance out the website, center the address at the very bottom of the page and give it a fancy 2px red shadow with 5px of blur

```
address {  
text-align: center;  
text-shadow: red 2px 2px 5px; }
```

11. Change the title of the page so that it has a 4px black shadow with a blur radius of 10px

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12. Change the paragraphs back to a black font color and increase the size to 14px
13. Change the heading at the top of the page so that the words are closer together by 10px (so this would be a negative number)

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14. The paragraphs need to be indented by 25px to help indicate that they are in fact new paragraph – use the text-indent property
15. Underline all of the level three headers

```
h3 {  
font-size: 24px;  
font-family: "Times New Roman", serif;  
color: navy;  
font-variant: small-caps;  
letter-spacing: 2px;  
text-decoration: underline; }
```

16. Using text, change all the emphasized (<em>)text to be in uppercase letters
17. Finally, change the body to have a width of 1000px and centered using margin and have a background-color of #EEEEEE

```
body {  
width: 1000px;  
margin: auto;  
background-color: #EEEEEE; }
```

18. Your finished page should look similar to below – double check everything looks similar to yours – then ZIP and submit your webpage:

# THE COVER LETTER

## THE MECHANICS OF THE LETTER

It may go without saying, but the cover letter must be perfect. The cover letter is not intended to get you the job, it's intended to get your foot in the door. You can eliminate yourself from being considered for a job if your cover letter is nothing less than perfect. Proofread the letter at least three times. Have someone else proofread the letter, too. A second set of eyes can find mistakes that you might miss. Grammar and punctuation must be 100% correct. No typos, please. Don't rely on just the spell check feature of a word processor alone. **PROOFREAD FOR MEANING.**

**Paper** – The paper must be at least 20lb paper, preferably a 100% cotton fiber. A more substantial paper weight of 24lb would be better. Choose bright white or off-white (beige). Don't choose a color such as red or bright yellow that will actually put off a potential employer. A White or a neutral color works best.

**Font** – Don't choose a font face that is hard to read, such as a fantasy font or a script font. Choose Arial or Times New Roman. Arial is a more modern typeface. Times New Roman is a more conservative type face. The more conservative the company, the more likely you would be to choose a serif font, like Times New Roman.

## EXPLAIN WHY YOU ARE WRITING TO THIS EMPLOYER

Identify your skills and accomplishments. Don't embellish. State the truth in simple facts. If you started a newsletter, participated in charity events, were the president or an officer of one or more clubs, or was the quarterback of the football team – just state what you did and why it mattered to you. All of these activities give you experience in leadership and working as part of a team.

## TELL THE EMPLOYER WHY YOU WANT TO WORK FOR THE COMPANY

Do some research. What makes this company so special? Is it that they are a start-up company and you have a special talent that will help them get off the ground? Is it an established company whose reputation and stability are the attraction? Tell the employer that you want to be part of that organization and that it really matters to you that you get the job. Don't tell them that you need a job – tell them how **THEIR COMPANY** will benefit from hiring you.

## WRAP IT UP

Thank the reader for his or her time, and invite him or her to contact you. Give them your phone number(s) and email address. Invite the reader to contact you so that you may better explain in greater detail why you are qualified for the position you are seeking. **YOUR GAIN IS THEIR GAIN.**

*The Career Fair  
P. O. Box 35657A  
San Morillo, TX 37888*