Design your own letterhead employability assignment:


In Microsoft Word, design your own letterhead. You can use a template but make sure to keep it professional. The letter head needs to contain the following information:
Your name
Email address
Home address
Phone number

SML

Date

Dear Recipient,

We love the look of this stationery just the way it is. But you can add your own personal touch in almost no time.

On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to preview different looks from a variety of choices. Then just click to apply the one you like.

We've also created styles that let you match the formatting you see in this letter with just a click. On the Home tab of the ribbon, check out the Styles gallery for all styles used in this letter.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

Warm regards,

Your Name
Title
Email