**Highlighting / Formatting Document / Text Editing**

June 22, 2015

Roger Powell

Sales Manager

Quality Furnishings

125 West Hannover Street

Raleigh, North Carolina 27601

Dear Mr. Powell:

Thank you for taking the time to meet with with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the faculty. I was very impressed with the layout of the showroom and with the competence of the staff at Quality Furnishings. I would love the chance to work in such a productive and supportive atmosphere.

As we talked about in our meeting, my fourteen years of sales experients, both in commissioned flour sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would increase sales and drive customer satisfaction ratings at Quality Furnishings.

In addition, I wanted to let you know that I have recently received my certificate from the Superior Sales Training program at the National Business Institute. Several techniques covered in the program are sure to bolster sales. I look forward to having the chance to implement them at Quality Furnishings.

I have a great deal of experience in sales that would greatly benefit your company.

Sincerely,

Donald Weston

(919) 555-1234

**Cut/Copying/Pasting**

Paste Here

**Drag and Drop Editing**

Drag and Drop your text here

**Aligning Text / Borders / Shading**

**$275.**

**$325.**

 **$1,675.**

**$98.**

 **$11,088.**

**$42.**

**$1,200.**

**May the road rise to meet you,
May the wind be always at your back.
May the sun shine warm upon your face
The rains fall soft upon your fields.
And until we meet again
May God hold you in the palm of his hand.**

**Bullets and Numbering**

**Fiction**

**April 2015**

**Baldacci, David – Memory Man**

**Genova, Lisa – Inside the O’Briens**

**Iles, Greg – The Bone Tree**

**Macomber, Debbie – Last One Home**

**McCreight, Kimberly –Where They Found Her**

**Morrison, Toni – God Help the Child**

**Packer, Ann – The Children’s Crusade**

**Petterson, Per – I Refuse**

**Roberts, Nora – The Liar**

**Decrease/Increase Indent**

**Sporting Equipment**

**Baseball**

**Baseball glove**

**Baseballs**

**Bats**

**Basketball**

**Basketballs**

**Golf**

**Golf clubs**

**Golfballs**

**Pool**

**Pool float**

**Water Volleyball kit**

**Other**

**Hula hoops**

**Horseshoes**

**Sidewalk chalk**

**Inserting Tables/Pictures/Clipart**

**Insert Table Here**

**Insert Picture and Clipart Here**

**Hyperlinked Text**

**Hyperlink Text**

**Palatine Public Library**

**Hyperlink Picture**

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**Hyperlink Email**

**Bev Alderman**

**Headers and Footers**

**Columns**

PTA Bake Sale

The Parent Teacher Association is holding its annual bake sale on Saturday, February 16th from 10 a.m. to 4 p.m. at the Cityville Town Festival. If you’re interested in participating, we still need people to work various shifts throughout the day and are always looking for more donations of baked goods. To ensure the freshness of all foods we sell, we’re asking that all donations be delivered on Friday, February 15th from 8 a.m. to 5 p.m. in Room 555. Contact Ms. Drake at 555-555-5555 with any questions.

Teacher of the Year

We are pleased to announce that the 2010 Cityville High teacher of the year is Ms. Mary Jenkins. Ms. Jenkins has worked as a high school math teacher for 16 years and has been with Cityville High for 12 years. In that time she has shown immense dedication to her students and the school. She is single-handedly responsible for organizing the corporate spelling bee and Mathematics Quiz Bowl, which challenges local companies to complete against Cityville High students in two fundraising events. Additionally, she served as Math Department head for the last three years. Thank you to Ms. Jenkins for her dedication and congratulations for an award well earned!

Cityville Students Win Award

Susan Thompson and John Smith, two Cityville sophomores, have won the Town County Make the World a Better place award. The two 10th graders organized a recycling project that affects the entire school system. All schools and administrative buildings are now equipped with recycling containers that the students distributed. In addition, they arranged for a free collection program of the recycled items that will not defer any of the costs to the school system. The students were recognized in a January ceremony, presented with a plaque, and awarded $1,000 each.

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