

Student's Name  
Student's Street Address  
Town, State ZIP

The return address shows the student's name and address

A new file is saved as Melissa in the Tutorial.01\Case1 folder

An envelope is included with the letter

Peter Roundtree  
Horicon Marsh Ranger Station  
9875 Scales Bend Road  
Horicon, Wisconsin 57338

The delivery address is as shown and should match the inside address of the letter

The date is about 2.5 inches from the top of the page; the number of blank paragraphs isn't as important as this measurement

June 27, 2010

The date is June 27, 2010, not the current date

Peter Roundtree  
Horicon Marsh Ranger Station  
9875 Scales Bend Road  
Horicon, Wisconsin 57338

The wording of the address, salutation, and letter paragraphs match Figure 1-35, as shown, with no typing or grammar errors

Dear Mr. Roundtree:

I am writing on behalf of Melissa Coia, who has applied for a job as a tour guide at Horicon Marsh. I highly recommend that you hire Melissa. She is enthusiastic, energetic, and extremely well organized.

I would be glad to tell you more about Melissa over the phone. You can reach me during business hours at (555) 555-5555.

Sincerely,

Your Name

The closing includes the word "Sincerely," a comma, one blank line for a signature, and the student's first and last name

The document is single spaced