

LAND THAT JOB! RESUMES AND COVER LETTERS

Welcome! You are about to sample Land That Job's Microsoft Word templates. This free download will demonstrate how easy and complete our resume and cover letter templates are to use. The following is a list of the files you have received:

1. **Letter** - This document provides you with one of our 11 cover letter templates.
2. **Resume** - This document provides you with one of our 29 resume templates.
3. **Sample** - This document provides you with an example resume that has been created with the templates.
4. **Guides** - This document provides a summary of what our two writing guides provide.
5. **Interview** - This document provides a summary of our Interview Guide

Resume & Cover Letter Template Examples:

If you would like to follow a step by step instruction on using the example template, follow the procedure below. Our resume templates are as easy to use as the cover letter.

Getting Acquainted With Fields and Protected Documents

You will notice that both the "**resume**" and "**letter**" files are UNPROTECTED. Please follow this example should you choose to familiarize yourself with "protecting" and "unprotecting" documents.

1. Open the "Letter" Document.
2. Under the "Tools" menu, click "Protect Document". Click "Forms". Click "OK".
3. Use the "TAB" key to move between the text form fields and to view the options available in the drop-down form fields. This allows you to get an idea of what sentence structure and style options are available to you. Enter text in the text form fields and/or choose options available in the drop-down form fields if you like.
4. Unprotect document. Note: Changes made in step #4 will revert to each field's default text should you choose to protect the document again after step #5.
5. Delete/add/change **default** text contained in fields if you like. This is done in the "Drop-Down Form Field Options" dialogue box and the "Text Form Fields Options" dialogue box. Delete/add/change plain text if you wish. Note: These changes **will be saved** when you protect the document again.
6. Practice protecting and unprotecting the document, making changes to fields and plain text, entering information in text form fields and choosing options in drop-down form fields until you are comfortable with these tools and applications.

Make use of our tools today to build yourself powerful resumes and cover letters. For downloading this sample of our templates, you will receive \$5.00 off of our current sale price of our "Template Package" when you follow the link below!

To receive the full version of our templates package and take advantage of our special offer, visit our order form for our free download customers at:

www.landjob.com/orderformx1942_freedownload_special.html.