6th Grade Word Practice

**Letter of Recommendation** Skills: Using bullets

Instructions:

1. Open a blank Word document
2. Save as *“Recommendation”* to your Word folder
3. Type the following text:

100 Post Road

Providence, RI 02903

October 3, 20XX

Mr. James McCarthy

Guidance Department

Jackson High School

125 Main Street

Providence, RI 02903

Dear Mr. McCarthy:

As you know, I am getting ready to send out my applications to the top three colleges I have chosen. My last item to complete is to get a letter of recommendation from my high school guidance counselor. I would appreciate it if you would write a letter on my behalf. The letter would need to be completed by November 15.

In order to help you write the letter, I wanted to provide you with a brief explanation of some of the highlights of my high school career. I have been a member of the following clubs and organizations for all four years: Future Business Leaders of America, and Math club. I was also on honor roll all four years. I would appreciate a letter of recommendation sent to the following schools:

Bryant University

University of Connecticut

University of Rhode Island

Sincerely,

Sarah E. Gordon

1. Make the following changes:
   1. Indent the list of colleges
   2. Create a bulleted list with the colleges
   3. Italicize the bulleted list
   4. Bold *November 15*
2. Save