MAIL MERGE: COVER LETTERS
STEP 1

- Open a new Microsoft Word document. On the menu bar at the top, click on Tools. From the pull down menu, select Letters & Mailings, then select Mail Merge. A task pane will appear on the right of the word document. Under Select document type, choose Letters.
- Click on Next: Starting document at the bottom of the task pane.

STEP 2

- Under Select starting document, select Use the current document. This will allow you to start from the current blank document shown on the screen.
- Click on Next: Select recipients at the bottom of the task pane.
- Under Select recipients, select Use an existing list. This will allow you to use contacts that you have saved in an Excel spreadsheet.
- To select your Excel spreadsheet, click on Browse. The following dialogue box will open on your screen:
• Using the pull down menu, select your Excel spreadsheet that contains the contact information for the employers to whom you are sending your materials.
• After you have chosen the appropriate Excel spreadsheet, the following dialogue box will appear on your screen:

![Select Table Dialogue Box]

If your spreadsheet contains more than one sheet, highlight the correct sheet and click on OK. If your spreadsheet contains only one sheet, just click on OK.

• Next, the dialogue box below will appear. If you wish to send your materials to all contacts on your spreadsheet, click OK. If you wish to customize your list, you can do so in this dialogue box.

![Mail Merge Recipients Dialogue Box]

STEP 3

• Click on Next: Write your letter at the bottom of the task pane.
• Begin writing your cover letter as you normally would. Include your heading at the top of the page (containing your name, address, phone number, and email address).
• In order to insert merge fields into your document, click on More items and use the dialogue box below to insert contact names, firm names, address, cities, states, zip codes, and salutations into your letter.
• Insert the merge fields in the same format used for a regular cover letter, creating a recipient heading below your contact information:

«Contact»
«Firm_Name»
«Address»
«Address_2»
«Address_3»
«City», «State» «Zip»

• Type the date below the recipient heading. Then use another merge field to create the proper salutation for your letter.

Dear «Salutation»:
(Don’t forget to use a colon (not a comma!). This is a business letter.)

• Type the body of your cover letter and include your closing at the bottom.
• When completed, your document should look like this:
STEP 4

- Click on **Next: Preview your letters** at the bottom of the task pane. This will show only the first page of your merged document.
- If you are satisfied that everything is correct, click on **Next: Complete the merge** at the bottom of the task pane.
- To view all of your completed letters, click on **Edit individual letters** and click OK on the dialogue box that appears on your screen:

![Merge to New Document dialog box]

- A new Word Document will open that contains all of your merged letters. There will be an individual page for each recipient that you included on your initial Excel spreadsheet.
- You can now print your individualized cover letters for use in a targeted mailing.