

**Course  
&  
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &  
Insurance**

 **Central Govt.  
Service**

 **State Govt.  
Services**

 **LAW  
Entrance**

 **MBA  
Entrance**

 **Railways & Metro  
Services**

...many more

**abhyasonline.in**

**Self-Made Assignment - MS Word**

**Mail Merge Usage In MS Word**

**By using Mail Merge**  
**You have to write an application for mailing or you have to add greeting lines, address block in our application or you have to create your recipient list or you have to mail to every person in this list.**

Dear Mr. /Mrs. /Ms. (Manager's Name),

I'm writing to you regarding the marketing role that opened up recently. I came across the job description on [Website Name] and was delighted to find that my academic accomplishments meet all of the necessary requirements. I am seeking a challenging but rewarding internship, which is why I was drawn to this exciting opportunity.

As a junior marketing student at the University of Georgia, I have acquired skills in advertising, PR, product development, and market research. Currently I hold a 3.8 GPA and have been on the Dean's List every semester. While in the College of Business, I have strategically focused my coursework in the following areas:

- Marketing Analytics
- Marketing Management
- Survey Research
- Strategic Internet Marketing
- Integrated Marketing Communications

Using my knowledge of the above, I designed a marketing campaign for a local pet grooming business that yielded the highest return on investment based on our given budget. The campaign was so well received that I was awarded third place in UGA's business plan competition.

I would be delighted to have an opportunity to personally interview with you. Please accept the enclosed resume and feel free to contact me at your earliest convenience. I appreciate your time and consideration.

Yours sincerely,

**RECIPIENT LIST**

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	<input checked="" type="checkbox"/>	Last Name	First Name	Company Name	Address Line 1
AddressList.mdb	<input checked="" type="checkbox"/>	Panagiotidis	Philippos	KAPI Kassandrinou	Kassandrino
AddressList.mdb	<input checked="" type="checkbox"/>	Douris	Christine	American College	Pylea
AddressList.mdb	<input checked="" type="checkbox"/>	Gerakis	Thanasis	Paint & Jobs	Furka
AddressList.mdb	<input checked="" type="checkbox"/>	Dimou	Kostas	Ergo A.E.	Kifisia
AddressList.mdb	<input checked="" type="checkbox"/>	Kyparrisos	Apostolos	AirForce	Larisa
AddressList.mdb	<input checked="" type="checkbox"/>	Span	Christos	SystemPlus	Volos