Prepare a résumé for the job you discussed in your company report.  
Use a functional or chronological style that best fits your education and experience and includes a summary of skills rather than a career objective. A references page should be attached to the résumé.  
The bulk of the résumé should be in a 12 pt. Ariel font with 1" margins--this will vary in headings.  
Submit your résumé as a word document. (45 points)  
2. Prepare a cover letter for your résumé . Make sure you include all the required parts of a business letter. (25 points)  
3. You were successful in getting a job offer. Prepare a letter accepting the job. Make sure you include all the required parts of a business letter and all the information you need to confirm regarding the job offer. (20 points)  
CREATE ONE FILE THAT INCLUDES ALL THREE PARTS FOR SUBMISSION.