## Word Mail Merge Template for Judicial Clerkship Cover Letters

This cover letter template shows you where to place the merge fields in your cover letter in preparation for a mail merge. The field names are taken from the judicial clerkship spreadsheets that are available for download in Symplicity (under Clerkship OR Documents: Document Library). If you created your own spreadsheet, your field names may be different.

Your Address line1 Your Address line2

Date

The Honorable «Full_Name» «Court_General» «Court_Specific» «Street1» «Street2» «Street3» «City», «State» «Zip»
Dear «Salutation» «Last_Name»:
Body of Letter

Respectfully,

Remember to sign each letter.

Your Signature-

Student Name

## Mail Merge Instructions for Word 2007 and 2010

- 1. Open Your Cover Letter
- 2. Go To Mailings: Start Mail Merge: Step by Step Mail Merge Wizard
- 3. Select Use Existing List -- click Browse
- 4. Select Data Source Window Appears -- Choose List
- 5. Select Table Window Appears Click OK
- 6. Mail Merge Recipients Window Appears Click OK
- 7. On Bottom Right Click Next: Write Your Letter
- 8. Click More Items
- 9. Insert Merge Fields Window Appears
  - a. Name Click Insert
  - b. Repeat using appropriate fields
- 10. On Bottom Right Click Next Preview Your Letters
- 11. On Bottom Right Click Next Complete the Merge
- 12. Click Edit Individual Letters

## Mail Merge Instructions for Word 2003

- 1. Open Your Cover Letter
- 2. Go To Tools
  - a. Letters & Mailings
  - b. Mail Merge
- 3. Select Document Type Letter
- 4. On Bottom Right Click Next
- 5. Click Next Again Select Recipients
- 6. Go Up To Use Existing List Browse
- 7. Select Data Source Window Appears Choose List
- 8. Select Table Window Appears Click OK
- 9. Mail Merge Recipients Window Appears Click OK
- 10. On Bottom Right Click Next Write Your Letter
- 11. Go Up To Click More Items
- 12. Insert Fields Window Appears
  - a. Name Click Insert Close
  - b. Hit Enter
  - c. Click More Items
  - d. Repeat Steps ( a b + c ) using appropriate fields
- 13. On Bottom Right Click Next Preview Your Letters
- 14. On Bottom Right Click Next Complete the Merge
- 15. Go Up To Edit Individual Letters
- 16. Merge to New Document Window Appears Click OK

Helpful instructional videos on how to complete a mail merge, in both PC and Mac operating systems, can be found on YouTube as well. Be sure to sign each cover letter individually!