

# Section 17

## Other Business Documents

### **General Format Considerations (¶¶1701–1702)**

Margins (¶1701)

Headings (¶1702)

### **Executive Documents (¶¶1703–1707)**

Agendas (¶1703)

Minutes (¶1704)

Itineraries (¶1705)

Fax Cover Sheets (¶1706)

News Releases (¶1707)

### **Résumés (¶¶1708–1713)**

Preparing a Résumé (¶1708)

Choosing a Standard Format (¶1709)

Formatting a Scannable Résumé (¶¶1710–1713)

### **Other Employment Documents (¶¶1714–1717)**

General Guidelines (¶1714)

Application Letters (¶1715)

Follow-Up Letters (¶1716)

Acceptance Letters (¶1717)

### **Outlines (¶¶1718–1723)**

### **Guidelines for Designing Forms (¶¶1724–1725)**