

CMNS 3420 – 02 – Advanced Professional Communication – February 9, 2026



Illustration by [Art Attack](#) on [Unsplash](#)



Territorial Acknowledgement



Where we're going today

- Checklist for Document design
- Cover letters
- APA format



Preparation for Wednesday's class (working session with support)



A working document for your proposal
- place rough notes in the
template sections



Access to your journal entries



**A template (your choice) for the cover
letter**