

# **RESUME/COVER LETTER**

## **PAPER**

- Use resume paper
- Most appropriate colors would be white, ivory, light gray.

## **TYPESTYLES**

- Use a style that is neat and easy to read. Stay away from fancy fonts.
- Use a font size between 10-12 points. (May use larger font for name and section headers)

## **RESUME LENGTH**

- One to two pages (one is preferable)

## **RESUME STYLES**

- Chronological: Resume lists work experiences in reverse chronological order. (You will start with your most recent experience)
  - ✓ The two most important components are work experience and education.
- Functional: Resume will group similar experience, talent, qualifications. Places emphasis on skills, qualifications and accomplishments.
  - ✓ The three most important components are the summary, work experience and education.
- Hybrid: Resume combines the chronological and functional resume.

## **RESUME KEY ELEMENTS**

- Contact Information
  - ✓ Name, mailing address, phone numbers and e-mail address.
- Career Summary or objective
  - ✓ Career summary will summarize your knowledge, experiences and strengths.
  - ✓ Objective is a specific statement of what position you are applying for/why/what you have to offer.
- Education
  - ✓ Recent college graduates should list detailed education/certifications first.
  - ✓ Recent college graduates should mention honors and special awards.
- Professional Experience
  - ✓ List experiences after you have had a full-time job, or experiences from part-time jobs/internships that will impact job you are seeking.
- References
  - ✓ On second page of resume, have reference name/job title of reference/name of organization/complete address/e-mail address/phone number.
  - ✓ Optional: References available upon request.

## **PROOFREADING**

- Check spelling and grammar
- Read you resume multiple times
- Have two or three people proofread your resume

## **COVER LETTER**

A cover letter should be sent with your resume. Your resume will be the same document you send for each application. (For similar positions) Your cover letter should be customized for each specific position.

## **FORMAT**

- Your personal information: name/address/phone/e-mail
- Date
- Employer information: name/title/school or business/address
- Salutation (Dear Mr./Mrs./Ms. Last Name)
- Body of letter
  - ✓ First paragraph: Why you are writing/what position?
  - ✓ Second paragraph: Describe what you have to offer to employer.
  - ✓ Closing paragraph: Thank employer for considering you for position/include how you will follow-up.
- Complimentary close (Sincerely/Respectfully yours)
- Signature (When mailing, handwritten signature/typed signature underneath)
- Enclosure/s (Resume if you are sending, etc.)

## **THANK YOU LETTER**

You should always send a thank you letter within 24 hours after an interview.