Introduction to Resume

A Strong Resume:

- Is an advertisement, and you are the product. Your goal is to get hiring managers to buy into what you're selling- which means giving you an interview. It is the best showcase of what you have to offer
- Includes a running list of all of your positions and accomplishments **in reverse chronological order**
- Contains commonly used keywords and core competencies that employers are looking for in your field

Resume Overview

Header & Date

- *Name, City/State, Phone Number. Email address*

Professional Profile/Summary (*Optional: if you have less work experience and want to play up your education and knowledge)

- Sum up a long or varied career history with a few key accomplishments and display core competencies

Education

- A list of all schools you have attended and degrees earned (do **NOT** include high school)
- Includes: *Current or Anticipated Degree(s), Cumulative or Major G.P.A,* Relevant Coursework (if relates to the job description), Graduation honors, Relevant Honors, Publications, Projects, and Study Abroad

Work Experience

- Provides an overview of **relevant positions which can include paid, volunteer, or internships**
- Includes: *Name of Employer, Position Title, Location, Dates of Employment, and Accomplishments*.
- For accomplishments, 1) Start each line with strong actions words, 2) Use past tense, 3) Illustrate the impact of what you did and why it mattered, 4) Have 2 – 3 bullet points, and 5) Be specific (use statistics whenever possible)

Additional Sections

- Technical Skills, Language Competencies (Ex. Full Professional Proficiency, Low-Intermediate Proficiency, written and oral Fluency), Publications/Presentations, Professional Training, Community Service/Leadership, Awards/Honors, Affiliations

Final Check List

Page Length (1 full page)	**No** acronyms or abbreviations	
Margins	**No** use of first person	
Condense style of writing	Spell Check	
Consistency (Capitalization, Dates, Verb Tense)	PDF	
White spaces: can the reader easily digest the material?	Strong action words and results-based accomplishments	

Introduction to Cover Letters

A Strong Cover Letter:

- Is tailored to demonstrate the relevant values that you bring to the position as well as the culture and mission of the organization *(do your research!)*
- Does **NOT** simply restate your resume. Constructs a narrative that encompasses your relevant experiences to tell your specific story related to the position
- Leaves the reader wanting to know more about who you are and what you have accomplished that makes you well qualified for the position

Cover Letter Overview

Header & Date

- Align to match your resume header (it should be the same font and format as your resume)
- The header should include your name and contact information

Hiring Manager's Name and Address of the organization

- Address the cover letter to a specific person or hiring manager. Otherwise, address the cover letter "To the Hiring Manager" or "To the Hiring Committee". Do **NOT** address "To Whom It May Concern" or "Dear Sir or Madam."

Body

- *Introductory Paragraph:* Clearly **state the position** to which you are applying. Make a strong and lasting first impression by **showing enthusiasm**, **demonstrating knowledge of the organization**, and by **sharing compelling reasons** why you are well qualified for the position. **Identify key qualifications** you have to make you an asset and these main traits should be further explained in detail in the middle paragraphs
- *Middle Paragraph:* Emphasize in each paragraph the key qualifications. Discuss how **your background** matches the qualifications and requirements of the position. Use **specific, detailed,** and **concise language** to demonstrate your value by describing your accomplishments. Try to use language directly from the job description and company website. This shows that you've done your research and would fit well with the company environment.
- *Concluding Paragraph:* **Reiterate your interest** in the position, **highlight the attributes** you would bring to the organization if hired, and **express your interest in having the opportunity to meet the employer in person** to further discuss your qualifications.

Closing

- Electronic format closes with "sincerely" followed by your name. Add your electronic signature for more formality.

Final Check List

Contact Information		Demonstrate Your Value	
Margins		Be Concise	
Abbreviations and Jargon		Spell Check	
Accomplishment/Results Orientated		PDF	
Key Words		Does not restate the resume	