

COVER LETTERS

- Coordinate with resume paper. If other than white, use matching envelope.
- Use at least 11 point type (about the size of Times New Roman 12).
- It should not be more than one page.
- Be straightforward.
- Tailor the letter to each company or position
- The letter is an opportunity to expand on/explain items on resume.
- Identify the position for which you are applying.
- Tell why YOU are applying to this particular company. Avoid "I think", "I feel", "I believe", instead, say "I can", "I will".
- Choose 2- 3 things about yourself that are a selling point from both a personal and a work- related perspective.
- Close by offering times/dates available for in-person or phone interview.
- SIGN IT!
- **Have someone else proofread it.**

RESUMES

- As a Design student, show some creativity or distinctiveness in look, but don't let the design overwhelm the information about you.
- Include both current and permanent addresses, particularly if the permanent one will show some geographic connectivity related to the company.
- Include phone number.
- Skip job objective; that's addressed in your cover letter.
- Experience includes paid and unpaid positions that are relevant to what you want to do and/or show simply that you have had job responsibilities, i.e. have a work ethic.
- Don't exaggerate responsibilities or accomplishments.
- Play up course work if experience is lacking.
- Activities/Honors:
 - Descending order of importance as best you can determine.
 - Limit Greek, political and religious activities; the common advice is not use the name of a Greek organization but to refer to it as a "social sorority."
 - Include high school activities ONLY if held leadership position and college activities are limited.
 - Show GPA if more than 3.0, especially in major. Don't include if less than 3.0.
 - Include community service activities and hobbies only if space available and if they are significant or related to career field
- Use action verbs to describe responsibilities in earlier jobs.
- DON'T INCLUDE: birth date, health or marital status, parent's names.
- **Have someone else proofread it.**