

COVER LETTERS

- Use neutral-colored resume paper; if other than white, use matching envelope and at least 11point type.
- Should not be more than one page.
- Be straightforward.
- Tailor the letter to each company or position
- The letter is a great opportunity to expand on/explain items on resume
- Tell what position you are applying for.
- Tell why YOU are applying. 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 interview.
- SIGN IT!
- Indicate gender in a tactful/appropriate way if gender is not obvious by name.
- **Have someone else proofread it.**

RESUMES

- Not necessary to be really creative; standard format is very acceptable.
- Include current and permanent addresses and phone numbers
- Skip job objective; that's what your cover letter is for.
- Experience includes paid and unpaid positions that are relevant to what you want to do.
- Don't exaggerate responsibilities.
- 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, some feel name of Greek organization should not appear, instead 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, esp. 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, somehow 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.**