

Resume and Cover Letters

Basic rules to writing a Resume, no matter what format you decide to use:

1. It must be typed or printed on 8 ½ x 11 letter quality computer paper. Don't send o any copies that are hard to read with smudges or that are crumpled.
2. Center or justify all Headings
3. Do not use abbreviations
4. Use short descriptive sentence, be specific.
5. Identify your accomplishments.
6. Use action verbs to describe what you have done like "improved", "executed" or "processed".
7. Personalize with interesting facts about you when possible, like if you speak a second language or volunteer. Don't include your favorite foods.
8. Make sure to have a professional sounding email.
9. Don't list salary information
10. Look for typos, a single typo can put a potential employer off.
11. Proofread and then have someone else proofread before you send out your resume.

Basic rules to writing a Cover Letter:

1. When you send out a resume you should send a cover letter. It should be neat, concise and directed specifically toward the job that you are applying for. Keep the letter upbeat and positive throughout.
2. The cover letter is your way to briefly state why you are the best candidate for the job that you are applying for. You need to explain why you have the proven skills the most closely match the job requirements. When writing the cover letter it's ideal to look at the job listing to make sure you are matching your qualification with the job requirements.
3. Start with stating your interest in the job. Then explain why you are uniquely qualified try to get it as brief as possible. Make sure to mention your accomplishments at your previous job and how they impacted that employer.
4. You can close with asking if you can schedule an interview.
5. Make sure your resume and cover letter gives a positive image of the qualified future employee that you can be to a prospective employer.