

Cover Letters

Business format and overall quality of writing ability

- This letter uses correct business format with 3 paragraphs, date and addresses at the top, and signature at the bottom.
- This letter is clear, concise, and grammatically correct. There are no spelling errors.

Section 1: Introduction

- This section identifies the position for which you are applying and explains why you are interested in the job.
- Describes how or where you heard about the opening.
- Use creative wording that catches an employer's attention quickly.

Section 2: Identification of skills and experiences related to the position for which you are applying

- This section identifies two to three of your strongest qualifications and clearly relates how these skills apply to the job at hand.
- This letter explains specifically why you are interested in the position and this type of job, company, and/or location.

Section 3: Closing

- This section refers the reader to your resume or any other enclosed documents.
- This section thanks the reader for taking time to read this letter.
- You are assertive as you describe how you will follow up with the employer in a stated time period.

Notes:

Resume

Types of Resumes

There are three primary types of resumes. Job seekers should select the best fit for their work and educational experiences.

Type	Description	Best Suited For:
Chronological	Features strong work history as a primary means to establish qualifications for the job	Job seekers with related work experience and who have strong work history
Functional	Features strong skills and know how related to the job qualifications	Job seekers who are early on in their careers with little related work experience and those who may be making a career change
Combination	Features both strong work history and skill sets that match the job qualifications	All job seekers

Format:

- This resume fills the page but is not overcrowded.
- There are no grammar or spelling errors.
- Follows guidelines: 1-2 pages, 10-12 pt. font, easy-to-read font type
- 1-2 font enhancements only

Skills and Qualifications:

- This section is well organized and easy to understand.
- Skills and qualifications are listed and bulleted.
- Skills include both technical and soft skills related to the position.

Education:

- This section is organized, clear, and well defined.
- It highlights the most pertinent information and includes: institution and location, graduation date, major, degree, GPA, study abroad (as appropriate), and any relevant course work.

Experience:

- This section is well organized and easy to understand.
- Places of work, location, titles, and dates are included for each position.
- Descriptions are clear and formatted as bullets beginning with actions verbs. (This section could be split into related and other experience.)

Honors/Activities/Leadership:

- This section is well organized and easy to understand.
- Activities/honors are listed and descriptions include skills gained and leadership roles held.
- Dates of involvement are listed.