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| --- | --- |
| **Resumes usually include these categories** | * Contact info
* Education
* Experience
* Skills
* Organizations you’ve been a part of
* References (can be added on a separate sheet)
* Awards/Recognitions (if you have any)
 |
| **Resumes should show you are** | * Professional
* Consistent
* Knowledgeable
* Precise
* And have no spelling, grammar, or formatting mistakes.
 |
| **In descriptions of experience or organizations** | * Use strong verbs and focus on accomplishments
	+ EXAMPLE: Worked with children in a day-care setting;

Vs* + Developed three daily activities for preschool-age children and prepared them for a 10-minute holiday program performance.
 |
| **One size doesn’t fit all** | * Each job you apply for is different so adapt your resume each time you apply for a job considering the employment description.
* If you’re not looking at multiple examples of resumes and resume suggestions on the internet, you’re not giving yourself the best chance at the job/college/internship
* Proofread. Every. Time.
 |
| **Cover letters are generally formatted in this way** | * **1st paragraph, purpose:**
	+ Get the reader’s attention
	+ Introduce yourself
	+ Explain purpose of letter
	+ Explain why interested in the position or the company
	+ Explain how you will help the organization
* **2nd Paragraph:**
	+ Highlight skills and benefits to the company
	+ Emphasize interest in the company
	+ Provide concrete evidence
	+ Show don’t tell (use information from resume)
	+ Include specific, credible examples of qualifications for the position
	+ Begin paragraphs with topic sentences
* **3rd Paragraph, conclusion:**
	+ Conclude with next step
	+ Provide contact information
 |
| **When to use a cover letter** | * Basically, in any job that doesn’t have a pre-set application.
* If you submit a resume, usually you will always submit a cover letter, even if it is just the body of an email you write to send your resume in to a potential employer.
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