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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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