

HOW TO WRITE A STAND-OUT RESUME & COVER LETTER

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What is the Purpose of a Resume?

**GET AN
INTERVIEW!**

Resumes are...

- Visual presentation of your skills and experience
- First Impression
- Marketing Tool
- Foot in the Door

Resume is Your Brochure

- Attractive
- Clean, easy-to-read
- Concise: Boil it down to the essence of YOU!
- Action verbs
- Achievement-Oriented, not just tasks
- Show scope and breadth

Start with Self Inventory

- ✓ Computer Skills
- ✓ Coursework
- ✓ Volunteer Experience
- ✓ Employment
- ✓ Talents/ Special Skills
- ✓ Education

What Type of Resume?

1. **Chronological**
2. **Functional**
3. **Targeting Specific Job**

What Employers Want

- Clean, crisp, well-written, easy to read
- Accuracy and professional appearance
- Writing that demonstrates enthusiasm and passion for the position



REMEMBER!!



A hiring manager
spends an
average of 10
seconds looking
at a resume!

What Should My Resume Look Like?

- **Paper:** 8 ½ x 11 white/cream, good bond
- Don't fold, staple or paperclip when mailing
- No pictures/ personal information
- **Font Type:** try Tahoma, Arial, any clean font
- **Font Size:** 10 – 12 point
- BE CONSISTENT!

FORMAT

- White Space: used wisely
- Margins: aligned
- Bullets: for lists (2 or more)
- **1 Page**
- Avoid lines, underlining (won't scan well)

Resume Should Contain:

- Contact Information: local and permanent addresses, phone numbers, e-mail address
- Education
- Work Experience: most recent first
- Computer, Language Skills
- Action Words/ Accomplishment-Oriented
- Quantitative Information
- Objective: optional

Recruiters' Biggest Pet Peeves



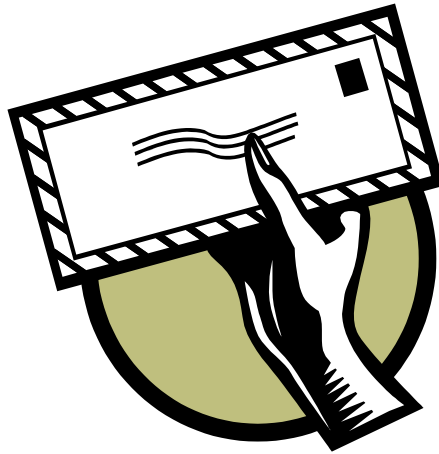
- Spelling and Grammar Errors
- Too vague and generic
- Boastful
- Not enough information

FINAL STEP



PROOFREAD!

COVER LETTERS



Purpose

- Introduce yourself
- Promote your candidacy for job
- Tell what you can contribute
- Communicate your value to organization

Cover Letter Should Be...

- One page
- Addressed to specific individual with correct title and business address
- Work & Employer-Centered
- Focused on what you can contribute
- Specific & Personal
- Written in proper business form on same paper as resume

Cover Letter Should Be...

- Tailored for specific job and company
- Express an interest in learning more about company & job
- Single-spaced, spaces between paragraphs, same font as resume
- Edited carefully for spelling, grammar and punctuation

Cover Letter Should Not Be...

- A Generic Form Letter
- Over-confident or braggy
- Cute or Humorous
- Self-Centered
- Tell what YOU want
- A rehash of your resume

Paragraph #1

- Brief: Two to three sentences
- State position for which you are applying, where you saw the posting
- Any personal contacts you have in or with the company
- Your general qualifications for the job

Paragraph #2

- Body of the letter
- State why you are the right person for the job -- Sell yourself.
- Expand upon qualifications: identify your most relevant qualifications or experiences
- Demonstrate how your background and experience qualify you for the job

Paragraph #3

- Conclusion/ Closing
- Keep it simple
- State how you can be reached or when you will follow-up
- Express willingness to come to an interview or supply further information
- Thank the reader for his/ her time and consideration



**HAPPY
WRITING!**