ScholarMatch

Resumes and Cover Letters

Directions: **YOU WILL NEED A DRAFT RESUME FOR THIS MEETING.** Take a moment to review the tips below of how to polish up your cover letter and resume. Edit your resume with the help of your Career Coach and get a better understanding of cover letters. The goal of this session is to get your cover letter and resume ready for submissions.

Purpose of a Cover Letter

"A cover letter is a document sent with your resume to introduce yourself. The letter provides detailed information on why you are interested in the job you are applying for."
Here is a [sample](#).

Purpose of a Resume

"Think of a resume as a marketing tool that sums up your experience on one page. It gives the hiring manager an overview of the qualifications you have for the job for which you're applying."
Here is a [sample](#).

Did you know? The most common [resume type](#) is a chronological resume. It lists your experiences in reverse-chronological order (most recent at the top), and is the recommended format for most applicants.

Tips for Successful Cover letter

- The letter should never exceed one page
- Demonstrate how you can help the organization and **not** how the organization can help your career
- Share 1-2 *relevant* experiences in your resume that you want to elaborate on

Tips for a Successful Resume

- Use a variety of action verbs to describe your roles and responsibilities
- Use a consistent format and language style
- Employers spend 15 seconds or less on a resume. Ensure main points of the resume are located on the top half of the page.

Did you know? More than 90% of large companies use [Applicant Tracking Systems](#). These systems scan resumes to surface candidates that best match the position. Tools such as [Jobscan.Co](#) can provide an analysis of how well your resume is tailored to a job posting.

Cover Letter Checklist

- ❏ Check for grammar
- ❏ Address it to the right person &/or organization
- ❏ Check if the format of the cover letter is clear and organized

Resume Checklist

- ❏ Try to fit information in 1-page
- ❏ Make contact information easy to find
- ❏ Check to see if the format of your resume is clear and organized. Consistency will demonstrate an "eye for detail."