

Writing Résumés and Cover Letters

Reflection Sheet

Name: _____ Date: _____

Title: _____

Complete the following sheet to reflect on writing a résumé and cover letter.

1. I learned this about writing a résumé:
2. I learned this about writing a cover letter:
3. Here's what I did to understand the employer's perspective:
4. The most challenging part about writing a résumé and cover letter is . . .
5. When I apply for my next job, I plan to . . .