

COVER LETTERS

FOR JOBS:

[The Guardian article](#) about excellent cover letters (also, use the links listed at the bottom of the article)

[Cover Letter Samples by Job](#)

FOR INTERNSHIPS:

[American University](#) Samples

[University of Maryland](#) sample

RESUMES

FOR JOBS:

[Cornell University](#): types of resumes - chronological vs. functional

[University of Virginia](#) Samples and Templates

[Monster.com Samples](#) by Job Type/Industry

FOR INTERNSHIPS:

[UC Fullerton example](#)

[UC Davis list of samples](#)

TIPS, TEMPLATES, & TECHNIQUES:

- Proofread. Use GradeProof or Grammarly to help you. Typos will not work in your favor.
- Use the GoogleDoc templates available for resumes (not sure how to get there? Follow steps [here](#))
- Resume tips:
 - List experiences & activities in **reverse** chronology (i.e., most recent first)
 - Start your descriptions (i.e., sentences) with present tense verbs
 - i.e., *mowed* lawns, *managed a crew* of six, *researched* mitochondria, etc.
 - [Tips](#) from *The Muse*
 - [What to avoid](#)