



Resume and Cover Letter Tips

SKILLS IDENTIFICATION

- Identify your skills.
- Employers want to know what you can do, not just where you have worked.
- Your resume should be an honest presentation of your best qualities.

LANGUAGE

- What you say is important, but how you say it is equally as important. To highlight your skills and qualifications, use action verbs.
- Do not use slang or abbreviations.
- Have someone proofread it for spelling and grammatical errors.

FOCUS

- Keep it brief.
- Target your job search and your resume to your specific job goals.
- Prepare multiple resumes if you are planning to pursue two different occupations.
- Mention the company to which you are applying in the cover letter. Give specific examples of how your skills match the job they have available.

APPEARANCE

- It should be typed.
- It should be neat, organized, and easy to read.
- Do not fold your resume or cover letter.



Continued on next page



Resume and Cover Letter Tips (continued)

COVER LETTER

Anytime a resume is sent by mail or email, it should be accompanied by a cover letter.

- State the date, your name, and your address at the top of the letter.
- Below your name and address, write the name of the person to whom you are writing. Always address the letter to a specific person by name and title if known. If you do not know the name, simply use a title such as “Office Manager.”
- State your interest in the job for which you are applying.
- Mention your skills, education, special training, and work experience that qualify you for this job
- Provide a phone number so the employer can reach you.
- Thank the person for taking the time to read your letter.
- Use an appropriate closing such as “Sincerely.”
- Sign the letter; do not just type your name.
- Avoid starting every sentence with the same word.
- Reflect your individuality, but do not try to be humorous, familiar, or cute.
- Use key words from the ad or industry.
- Show your knowledge of the company.
- Proofread the letter several times to catch errors. Give it to someone else to double check. Reading it out aloud can help.