

RESUME & COVER LETTERS

Making a Resume: A resume is a list of your education, experience(s), skills and interests that are relevant to the job you're seeking. Resumes should be tailored to the job you're applying for. A resume that's good for one job application may not be good for another. Be prepared to adjust accordingly.

Successful resumes include the following:

- Education – Indicate your grade and stream. (GPA is not necessary)
- Past/Current employment – All *meaningful* employment/self-employment
- Related experiences – Volunteer and other activities relevant to the job
- Skills – Computer/Tool/Craft/Linguistic/etc... skills that are relevant to the job. (Be specific)
- Accomplishment/Achievements – *Meaningful* only. Don't BS.
- Interests (*Only where absolutely relevant)
- *References – List 1-3 good references. (Talk to the references first!)
- Contact info – Phone number(s), email, professional website (Include this at the top of your resume)

Some other strategies worth considering:

- Incorporate KEYWORDS from the job listing in your resume
- Samples of your work/achievements – URLs to guide employers to *you*
- If possible, hand in the resume in person to the individual doing the hiring
- Unless the employer gives you permission to do it longer, fit your resume onto a single side of paper – if it's too long, you probably have too much filler.

EIGHT DEADLY SINS OF RESUME-MAKING:

1. Fraudulent details (lies)
2. Embellished details/BS
3. Messy/disorganized/unedited/terrible fonts/stickers/clip art/gimmicks
4. Too short/brief/vague
5. Too long/verbose/overly-specific
6. Irrelevant details
7. Lacking references
8. Off-putting details (eg: unprofessional email/profile photo/shoutout)

Making a Cover Letter: A cover letter offers a literary glimpse into who you are, what you're about, and what you're after. It might highlight SOME critical details from your resume, but should be considered a separate document and not an essay-version of your resume. Some jobs applications require cover letters, some don't -- should submit one either way.

Successful cover letters include the following:

- Clear identification of who you are and what job you're applying for (some employers are hiring for more than one position)
- Reason(s) why you're applying
- Reason(s) why you're a good candidate
- PERFECT grammar, spelling, paragraphing, punctuation, EVERYTHING!
- Genuine but mature/professional diction and vocabulary
- A sense of keenness – You should sound genuinely excited with the prospect of getting this job. If you're not, *don't apply!*
- Humility and confidence – It's a fine line, but you need both
- Contact details: Yours and the person doing the hiring

Eight deadly sins of cover letters:

1. Lying/deception/manipulation
2. Disingenuous writing
3. Arrogance/Lack of respect for employer
4. *Embellished details/BS*
5. Poorly written.(If you're not a strong writer, keep it simple and genuine.)
6. Too short/brief/vague
7. Too long/verbose/overly-specific
8. Boring