

Resumes and Cover Letters

A resume and cover letter are the first items that a prospective employer will want to see when you apply for a job or internship. Preparing a great cover letter and resume is much more complex than just formatting using a template. Articulating your precise accomplishments to an employer is critical to your first step to an interview. Remember, a resume gets the interview, the interview gets the job.

13 Common Mistakes In Résumé Writing

1. **Longer than one page**- The trick is to ONLY highlight those that are the MOST meaningful or relevant to the position you are applying.
2. **Font is too small** — Make sure that your document is legible. A recommended font size is 11 or 12.
3. **Spelling mistakes** — Use the spell-check tool, but remember that the best proofreader is another set of eyes. Employers assume this is your best work.
4. **Repetitive words** — Do not use the same verb to describe your work experience. Use a variety of action verbs to prove your transferable and diverse skills. Utilizing different action verbs can highlight the wide range of skills and knowledge that you possess. See page xxxx for a list of action words
5. **Leaving out dates** — Include dates on your résumé. Employers must be able to clearly see the recentness and duration of your experience.
6. **Inconsistent layout of résumé** — Present your résumé in a consistent layout. Set your margins evenly. Have an even amount of space between each heading. Be consistent with your verbiage. For example, if you are describing your current job, use all verbs in the present tense. A former job would be written in past tense.
7. **Using someone else's words** — It can be obvious that what is written is not in your own words when you do not speak like you write. It is important to prepare your résumé in your own words.
8. **Just having one version** —The critical part is to tailor your résumé content to the job for which you are applying. You may have several different versions depending on the jobs you are targeting.
9. **No cover letter** — A cover letter should be sent out with every résumé. The cover letter is your sales document. It will augment your résumé.
10. **Unprofessional email address** — Use an email address that is professional. Keep a separate, personal email address for social correspondence.
11. **Cluttered information** — Filter out information that might seem irrelevant to the position. Be wise in choosing certain facts to be included on your final résumé.
12. **Including personal information** — Personal information, like age, gender, and head shot should not be included on your résumé (unless you are a performing art student).
13. **Using abbreviations or contractions** — Remember your résumé is a formal document, be sure to omit abbreviations or contractions in your words or sentences