

## Tips for Preparing a Resume

Employers may get a not-so-flattering impression of you based upon a poorly written resume. Here are a few tips to help you craft your resume and win interviews.

1. Ensure all contact information is accurate
  - Use a professional email address, preferably [yourname@sample.com](mailto:yourname@sample.com)
  - Include name, address, email, home or cell number.
  - Consider including the URL for a personal homepage or LinkedIn account
2. Be specific, concise and compelling
3. Focus on accomplishments and results, and if applicable, how they relate to the knowledge, skills and abilities as contained in the position announcement
4. Use action verbs
5. Customize your resume for the position by including important information relative to the position announcement
6. Include the following sections as applicable:
  - Education – including degree(s) and your major and minor
  - Professional Experience – with most relevant experience listed towards the top
  - Certifications or Licensures
  - Awards and Honors
  - Skills such as foreign languages, computer and software skills
7. Be sure previous employer information is accurate. You should include:
  - Company Name
  - Position held
  - Month/Year of start and finish
  - City and State
8. Make your resume visually attractive. Get noticed!
9. Format Professionally:
  - Margins: Top 0.8”-1”; Sides and bottom 0.5”-1”
  - Font Size & Style: 10-12 pt and simple, fonts like Times New Roman, Calibri, Arial
  - Length: Undergraduate level-1 page; Graduate & PhD-2 pages or more; Education, Nursing and Medicine can have more than 1 page
  - Spelling and grammar are important. Proofread your resume and ask a trusted friend to proofread it too.
  - Don't use first-person pronouns (I, me, my)
  - Don't incorporate personal information like age, gender, religion, marital status, ethnicity, political affiliation, hobbies, photographs of yourself, etc.
  - Don't include references or a “References available upon request” statement. That comes after the interview.

Click here to create your own Resume <https://slcc.emsicareercoach.com/#action=loadResumeBuilder>

For additional information and resume examples, check out these links.

<https://www.thebalance.com/free-resume-examples-and-writing-tips-2063596>

<https://www.monster.com/career-advice/article/write-a-winning-employment-history>

## Tips for Preparing a Curriculum Vitae

If you are applying for a faculty position, you may want to consider creating a Curriculum Vitae (CV) and add these additional sections to your resume:

- Teaching/Research Experience
- Publications
- Presentations
- Professional Associations

For additional information on how to format a CV, check out these links.

<https://owl.english.purdue.edu/owl/resource/641/1/>

[http://www.marietta.edu/sites/default/files/documents/writing\\_a\\_curriculum\\_vitae\\_cv.pdf](http://www.marietta.edu/sites/default/files/documents/writing_a_curriculum_vitae_cv.pdf)

## Tips for Preparing a Cover Letter—Do's

1. Include a salutation. If you know the name of the hiring manager, use it. Address the hiring manager formally using his/her title (Mr., Ms., Dr., etc.) If you do not know it, use: Dear Hiring Manager or Dear Recruiting Team).
2. Keep the cover letter short. The first paragraph of your letter will be brief. In your own words mention the job for which you are applying and how you found the job listing. Do your homework and learn something about the employer or the industry and use an interesting fact in your cover letter, if appropriate.
3. Read the job description thoroughly and highlight those qualifications that relate to your own.
4. Next, write the body paragraph
5. Proofread your cover letter. Make sure it is error free. Attach as a pdf.
6. Finish strong. Quickly explain in your own words how your experience and skills will help you at the job.

## Tips for Preparing a Cover Letter—Don'ts

1. Don't repeat everything that is already in your resume
2. Avoid focusing on yourself. The employer does not want to know what you will gain from working for them. They want to know what you can do for them.
3. Don't ramble on. Keep the length to three paragraphs, half a page.
4. Avoid sending the cover letter and resume in .doc or .docx formats. Send as a pdf.
5. Don't use the common and overused phrase: My name is \_\_\_\_\_, and I am applying for the position of \_\_\_\_\_. This is already known and by using this phrase, you will sound inexperienced.
6. Don't assume anything.

Click here to create your own Cover Letter <http://www.careerbuilder.com/cover-letters>

For additional information and resume examples, check out this link.

<https://www.thebalance.com/free-cover-letter-examples-and-writing-tips-2060208>