

Drafting Other Materials

In addition to your resume and portfolio, it's useful to have some other materials at hand when you prepare to look for work. Having these resources on hand will help make the process faster and easier. In this reading, we'll discuss three materials in particular:

- A basic cover letter that you can tailor for each position you apply to
- An "elevator pitch," which is a short description of who you are and what you're looking for that can be useful in many situations
- A list of references who can vouch for your past experience

Additionally, we'll talk about a few other tools. All of these will be useful, so it pays to work on them at the beginning of your job-seeking process.

References