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| **Question** | **Your answer:** |
| Name of Career Counselor | Whitney Moore |
| Date and time that the meeting is scheduled or day you will do a drop-in resume review | February 11th @ 2:30pm |
| Planned questions regarding the resume | What naming conventions should I use for different sections of my resume?  Should I include my current UMN GPA?  How far back should elements of experience go (jobs, organizations, volunteering)? |
| Planned questions regarding the cover letter | What elements of my resume should I highlight and expand in my cover letter?  How do I generalize the contents of my cover letter to be more inclusive to multiple organization?  When should I use a more general cover letter, and when should I use one that is specific to an organization? |
| Planned questions regarding a job search | What resources does the University have to look for job/internship openings besides the career fair?  What are some generally important aspects of a job’s description that I should pay attention to?  How should I present myself when looking for jobs/internships at a job fair? What aspects of presentation are more important than others? |
| Checklist of possible items to bring: | 1. First draft of your resume and cover letter 2. Rubric of resume and cover letter 3. Laptop to make changes during appointment 4. Notebook to record responses to my planned questions |

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