**RESUMES & DOCUMENTS**

You'll need a resume and other documents ready to go when applying for an internship, co-op, entry-level job, and even graduate school. Update yours at the beginning of each semester. Since impressions are formed in <30 seconds, you’ll want to communicate your strengths quickly and clearly!

**Resumes**

* Sample resumes
* Do’s & don’ts
* Action verbs
* Resume worksheet
* Resume critiques

**Documents**

* Cover letters
* Thank you letters
* Work samples
* List of references
* Letters of recommendation
* Curriculum vitae (CV)
* Transcripts
* Credential files