**Memorandum**

**TO:** Tom Jones, Overall great dude

**FROM:** Chris Lam, Editor

**DATE:** October 7, 2014

**SUBJECT:** Resume and Cover Letter Edit

Mr. Jones,

Thank you again for the opportunity to review your resume and cover letter. I wish you the best of luck in your job search.

Before I get into detail about the edits that I’ve made, I wanted to quickly explain some logistical information. I used Microsoft Word’s “Track Changes” and “Comments” features to edit your documents. These features track every edit that I made in the document. When you open the file, you’ll see a series of red bubbles in the right margin. These indicate changes and comments I have left you. You can “accept” the change by clicking the check mark, or reject the change by clicking the “X”. I have attached four files to this email:

1. coverletter\_edited.docx- An edited version of your cover letter with “comments” and “track changes” enabled.
2. coverletter\_original.docx- Your original document with no edits
3. resume\_edited.docx- An edited version of your resume with comments and track changes enabled.
4. resume\_original.docx- Your original resume with no edits.

I want to briefly walk through some of the edits I made to each document.

**Resume**

***Standard Resume Conventions***

* **Past tense**- It’s a standard convention to refer to job activities in the past tense if you are not currently working at the job. Therefore, I changed all of your present tense verbs to past tense verbs.
* **Consistency-** I tried to make each section of your resume consistent in terms of the content and order in which the content was presented. For instance, I asked you to include the name of the organization for your job as a parking technician since all of your other jobs had this information.

***Visual Design***

* **Bulleted Lists-** You’ll notice I indented all of your bulleted lists to make them easier to scan. I also bulleted your summary statement. These changes aren’t, however, mandatory and if you feel like your previous design better suits you, don’t hesitate to revert back to it.
* **Education Section-** I tried to group information and present this information in a way that is more scannable for the reader. Therefore, I grouped your three educational experiences and tried to make them appear similar to your other job experience.

***Language and Writing Style***

* **Clear, action verbs-** I tried to make your experience as clear as possible by using very clear and actionable verbs. I also left you several comments about somewhat redundant job descriptions. Since you are the subject-matter expert, I’ll let you decide on whether to consolidate some of your job descriptions.
* **Show, don’t tell –** I also comment several times that you should “show, don’t tell”. This simply means that, if possible, you should highlight your experiences and achievements instead of simply stating your qualities as an MRI technician. For instance, instead of saying “I am organized and responsible”, tell your audience what you’ve done that makes your organized.
* **Conciseness-** I worked on making some of your job descriptions more concise and to the point. It will be easier for the audience comprehend.

**Cover Letter**

Your cover letter was a great start and you have great potential with this document. However, I changed quite a few sentences to make your writing style a little bit more formal and easier to comprehend. You’ll see those changes throughout. I have two bigger recommendations for you.

1. My big recommendation for the cover letter is to provide more tangible accomplishments and experiences that you can point to. Again, it’s the “show, don’t tell” principle.
2. Adopt the language from the job ad you are targeting. Instead of generic statements like “I feel that my education and experience make me qualified for this position”, state very specifically what about your education and experience make you qualified. For instance, “Over the past seven years, I have worked closely with patients in many different capacities. I feel that these experiences make me an ideal candidate since you are looking for someone with XXX years of experience interacting with patients”.

**Summary**

Overall, you’ve got a great start here with your resume and cover letter. Please let me know if you have any additional questions. Again, I thoroughly enjoyed working on these materials and look forward to hearing from you.

Sincerely,

Chris Lam