

RÉSUMÉS AND COVER LETTERS

Dr. Garrett Dancik

Basics

- The **résumé** contains your "background information", including academic information such as GPA, work experiences, skills, etc.
- In a **cover letter**, the purpose is to convince the reader that you are qualified for the job, because of your academic qualifications, work history, interests, etc.
 - Why should the employer hire YOU? (As opposed to the other way around)

Common themes

- Both the résumé and cover letter should be tailored for the job you are applying for.
 - Résumé – you can tailor objective, skills, relevant courses,
 - Cover letter –
 - state the specific job you are applying for (and where you saw the job posting).
 - Highlight your experiences and skills relevant to the job.
 - Use language similar to what you see in the job advertisement.
- The Résumé and cover letter are both *writing samples*.
- Remember that the reader knows *nothing* about you other than what you include in the cover letter and resume.
- Make sure there are no grammatical or spelling mistakes, and no brown M&Ms.

Additional References

- Résumé template
 - http://files.everymanbusiness.com/files/commons/resume_template15.JPG
 - I would possibly add a section for relevant courses
- Cover letter pointers:
 - <https://writing.wisc.edu/Handbook/CoverLetters.html>