Resume/ CV:

* Clearly outlined sections
* Keep descriptions short
* Minimum information:
  + Contact information (email)
  + Education (school, years, degree earned)
  + Relevant experience
    - Teaching, research, leadership, practical skills, etc.
  + Awards and grants
  + Publications and presentations
  + Community outreach
* Bells and whistles:
  + Links to a personal website or professional social media page
* DO NOT:
  + Overshare! Typically not the space for personal information like hobbies. If it’s not relevant, do not include it.
  + Embellish! It’s ok if your CV is short. You’re early in your careers. Don’t try to “punch up” what you have with flowery language or exaggerations. You’ll get sniffed out. Relatedly, nobody wants to read a 10 page CV for a job application. If you’re over 3 pages at this stage in your career, identify the strongest and most relevant things to include and cut the rest. 10+ page CVs are generally unnecessary unless you’re a tenured professor trying to remember everything you’ve done over a 20 year career.
  + Over-design! You don’t need to use crazy formatting when applying for jobs in the STEM sector. Go with something simple, in simple fonts, with simple section headers. No clip art, be sparing with color. Consider that your CV may be scraped by a machine learning algorithm to check for job compatibility before a human hiring manger sees it. Try to make it easy for that algorithm to understand what you’re trying to say, or else you may not get a fair shake.

Cover letter:

* Structure it like a real letter. Include your contact information in the header.
* Keep the language formal. Some people are very picky about informal language in professional communications. Better safe than sorry.
* Minimum information
  + Opening
    - Introduce yourself. Give us a one-sentence nutshell about why you think you’re a good fit for the job. It’s also helpful to say where you heard about the job.
  + Body
    - This is for expanding on your relevant skills. This section should be heavily tailored for each job you apply for. It’s ok to repeat some stuff, but a one-size-fits-all cover letter will not get you a job anywhere. If they use specific words in their job posting, make sure you use those same words here.
    - This can be multiple paragraphs, where each paragraph focuses on a different relevant skill you would bring. Again, identify the job requirements and focus on those in these paragraphs.
  + Closing
    - End with a formal thank you. I prefer kind regards. Sincerely, warm regards, etc. also work.
* DO NOT:
  + Write one generic cover letter and submit it to every job without editing. You need to specifically convey why you are a good fit for the job you’re applying to.
  + Write a novel or write just a paragraph. You’re looking for something between a page and two pages.
  + Say you fit the description, but then offer no explanation as to how this is true. This really kills your application, and makes it look like you don’t know or don’t care what you’re applying to.