Resume/ CV:

* Clearly outlined sections
* Keep descriptions short
* Minimum information:
  + Contact information
  + 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 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, cut the rest. 10+ page CVs are for full professors with 20 years of experience.
  + Over-design! You don’t need to use crazy formatting. Go with something simple, in simple fonts, with simple section headers. No clip art, be sparing with color.

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 this.
* 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.
* Closing
  + End with a formal thank you. I prefer kind regards. Sincerely, etc., work too.
* DO NOT:
  + Write one generic cover letter and submit it to every job.
  + 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.