# Resume and Cover Letter Tips

Anytime a resume is sent by mail or email, it must be accompanied by a cover letter. The greatest challenge will not be what to include, but what to leave out.

* **Skills Identification**
	+ Clearly identify your skills.
	+ Employers want to know what you can do, not just where you have worked.
	+ Your resume should be an honest presentation of your best qualities.
* **Language**
	+ What you say is important, but how you say it is just an as important. To highlight your skills and qualifications, use action verbs.
	+ Do not use slang or abbreviations.
	+ Have someone proofread it for spelling and grammatical errors.
* **Focus**
	+ Keep it brief.
	+ Target your job search and your resume to your specific job goals.
	+ Prepare multiple resumes if you are planning to pursue two different occupations.
	+ Mention the company to which you are applying in the cover letter. Give specific examples of how your skills match the job they have available.
* **Appearance**
	+ Should be typed.
	+ Should be neat, organized, and easy to read.
	+ Do not fold your resume or cover letter.
* **Cover Letter**
	+ State the date, your name, and your address at the top of the letter.
	+ Below your name and address, write the name of the person to whom you are writing. Always address the letter to a specific person by name and title ifknown. If you do not know the name, simply use a title such as “Office Manager.”
	+ State your interest in the job for which you are applying.
	+ Mention your skills, education, special training, and work experience that qualify you for this job.
	+ Provide a phone number so the employer can reach you.
	+ Thank the person for taking the time to read your letter.
	+ Use an appropriate closing such as “Sincerely.”
	+ Sign the letter; do not just type your name.
	+ Avoid starting every sentence with the same word.
	+ Reflect your individuality, but do not try to be humorous, familiar, or cute.
	+ Use key words from the ad or industry.
	+ Show your knowledge of the company.
	+ Proofread the letter several times to catch errors. Give it to someone else to double check. Reading it out aloud can help.