# 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.