Resumes and Cover Letters

Cover Letters:

- Your cover letter should highlight who, what, and why you are applying for a specific position. Make sure you reference the company to which you are applying and highlight how you would fit with the company and its values.
- It is okay to research cover letters to get an idea of how a cover letter should read.
- Customize your cover letter and address it to a specific person and/or company.
- Highlight your work experiences (no need to list everything) and describe how your previous work (and/or education) has prepared you to do the position for which you are applying.
- To close your cover letter, recap why you think you would be a great fit and thank them for their time and consideration.
- Keep your cover letter to one page.

Resume Writing:

- Customize your resume: make it specific to the job for which you are applying.
- Determine your format: Are you using a chronological format, starting with the most recent job first, or a functional format, where you focus on education and training? You can also use a combination of the two.
- Use a standard font and margins.
- Include: your name, contact information, work experience, education, licensure, and certifications.
- It is okay to research resume samples to get an idea of how your resume should read.
- Use action words: increased, designed, analyzed, established, created, invented, etc.
- Proofread carefully! Better yet–have someone else proof your resume.
- How many pages? While many people will say to keep your resume to 1 to 2 pages, many professionals disregard this advice, especially when their experience and background warrant more pages. Use your judgment about this.

More Resources:

- indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cover-letter#:~:text=Header%20with%20date%20and%20contact,is%20disabled%20in%20your%20browser.
- indeed.com/career-advice/resumes-cover-letters/10-resume-writing-tips
- seaver.pepperdine.edu/career-services/students/resumes/
- seaver.pepperdine.edu/career-services/content/students/resumes/cv-guide.pdf
- seaver.pepperdine.edu/career-services/content/students/resumes/coverletter-101-guide.pdf

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