

Tips for Resumes and Cover Letters



Use a matching header on your resume and cover letter to make them uniform and professional. If you submit any additional documents (references, follow-up letter), keep the header consistent on those as well.

Resumes

- Use black font and a neutral colored resume paper.
- Avoid italics, underlining, and excessive bold font.
 - Reserve bold font for degrees and position titles.
- Keep document to a single page unless there is simply too much experience (within the last 10 years) to keep to one page.
- Do not list references or a statement such as “References available upon request” on the resume document.
- Avoid long paragraphs whenever possible. Utilize bullet points to break up large amounts of information.
- Replace “Objective Statement” with a “Profile Summary”.
 - To view examples, review the document “Profile Summaries” on the Career Services website or in the Resource Library of your CareerLink profile.
- List Education above Experience unless the Experience is vast *and* relevant to the position or field for which the resume is being used.

Cover Letters

- Use black font and a single sheet of neutral colored resume paper.
- List the date on which the cover letter will be submitted.
- Use full company address and, when possible, direct it to the hiring manager or other personnel listed in the job posting.
 - Use a salutation or greeting only if you have the specific name of whom you are addressing.
- Use the first paragraph to establish in which position you are interested.
- Use the middle paragraph to describe how you are a good fit for the position and the company itself (Similar goals, values, mission, etc.). Highlight past experiences and skills to reinforce your point.
- Use the final paragraph to convey interest in an interview and show appreciation for the reader’s time and consideration.
- Leave four lines between closing remarks and typed name.
 - Print the document, sign between the closing regard and your typed name, and scan back into the computer (if uploading to an online application).

*Updated January 30, 2017.