

Resume & Cover Letter Tips

Consider the skills that will be important to the job you seek:

- **Job-related** (e.g. an auditor's job-related skills may include financial planning, budgeting and reporting)
 - **Transferable** - versatile skills that can be applied in a number of different roles (e.g. time management, organization, ability to delegate)
 - **Adaptive** - hardest to substantiate as they include personality traits and characteristics that determine your work style. (e.g. reliability, ability to get along with co-workers, productivity)
- Focus on transferrable skills, responsibilities & accomplishments. Be careful not to overlook what may not be obvious.
 - Create a “search-friendly” resume. Use keywords and take your cues from job description.
 - Always think how much? How many? Who benefitted? What was the challenge and positive outcome? **Quantify things as much as possible so that anyone can read and understand what the achievements were.** <https://bit.ly/2zhJx5V>
 - How to create a resume which highlights diverse work experience <https://bit.ly/2UsgP9L>
 - **Action Verbs** - 185 Action Verbs to make your resume awesome <https://bit.ly/3cG3TVj>
 - Be sure to have accurate dates, avoid gaps in employment history if possible and include 10 -15 years of professional experience, including most current position
 - Keep your resume concise and no more than two pages in length. If you're interested in a snappy one-page format visit www.novoresume.com
 - Be consistent and tell the truth (in tense, format and content) <http://tinyurl.com/kft2low>
 - Spell check and proofread – ask someone else to review your resume.
 - No pictures or personal information please (DOB, marital status etc.) or colorful paper
 - Maintain accurate, professional contact information and consider setting up an email solely for job search so that all correspondence can be maintained in one place and not overrun your personal email.

Avoid unprofessional emails, e.g. beachhouse19@xyz.net / bigdaddy@xyz.net



Education

- Learn how companies hire; what they do and why they don't. <http://bit.ly/2ydunJe>

Organization & Cover Letters

- Keep your job applications and cover letters organized. Know where you applied and when so that when you are contacted it will be easy to refresh your memory about the position.
- Here's an example of a "perfect" cover letter per Harvard University. <https://tinyurl.com/y6qfsqdh>



- When creating your summary section please read this article: [Creating Your Personal Branding Statement](#)
- Remember that your resume is your marketing tool and it's **only purpose is to get you an interview.**
- When reviewing your resume notice how you feel and **ask, does it accurately reflect who you are? It should be a Heck Yes!** If not, go back and revise it until it does.
- See how competitive your resume is in comparison to a job posting at www.jobscan.co
- Always revise at least the summary section of your resume to make it relevant and consider using similar language as in the posting.
- Keep your resume current and have variations for the different types of positions.

As you begin applying for jobs consider the following:

- Copy/paste the job description into a Word document or screen shot it so that you have it even if the company pauses the search or removes it.
- The worst thing is that weeks after you've applied you are contacted and then you have limited information on the position you've applied for as the post has been removed.
- It's also useful to keep records of the company, position, date applied for as well as a copy of the resume and cover letter you used.

