

Quick tips for your Resume, Cover Letter and Follow-Up

The Resume...

- One page; avoid clutter; be concise
- Contact info should include mailing address, phone number and email address
- Sections
 - o Work/Intern Experience
 - o Activities (your sport!)/Awards/Community involvement/Certifications
 - o Education
- Highlight **Accomplishments**
- Include “Key Words”* if possible

The Cover Letter...

- Should complement, not duplicate your resume
- Should explain the reason for your interest in the organization
- Should include which job you are applying for
- Should identify your most relevant skills, determined by carefully reading the job description and matching to your skills using some of the “Key Words”*
- Should state that you would like the chance to interview or talk about employment opportunities
- Should conclude with thanking the employer for considering you for an interview

The Follow-Up...

- Send a Thank-you note (email is fine!) as soon as possible
- Keep it short and simple
- Reiterate your high level of interest in the job and your enthusiasm for the organization to sell yourself as the right person for the job
- Add any additional info you feel was not covered in the interview
- Thank the interviewer(s) for taking the time to talk to you

***Key Words** – Hiring managers use software to screen candidates by key word to find resumes that match the job qualifications they established when they listed the job. In order to get found by the software you should analyze the job listing and incorporate as many of the skills (key words) as you can in your resume and cover letter.

SPECIAL BONUS: Many companies use “**Athlete**” as one of their key words!