

Career Services and Cooperative Education Programming Menu

Topic: How to Write an Effective Resume and Cover Letter

Objective: This program is intended to provide you with information about how to create a great resume and cover letter. Material covered will include formatting and content, what employers are looking for, how to make your documents stand out, and other job and internship searching tips.

Description: The first part of this program involves each participant receiving a copy of *The Next Step: A Guide to Career Development*, our annual career services publication. Next we will walk the participants through the various sections of a resume and cover letter illustrating the dos and don'ts through both excellent and poor examples. Individual questions can be answered on site at any time or during a specific Q & A time. Other various job and internship searching tips will be discussed throughout the presentation.