Resume& Cover Letter

Industry/internship application 101

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Academic / Industry / Non-profit Coaching

Skills, interests, and values assessments

Career Planning

CV/Resume

Informational Interviews

LinkedIn

Interview Skills

Negotiation

IOWA

Learning Outcomes
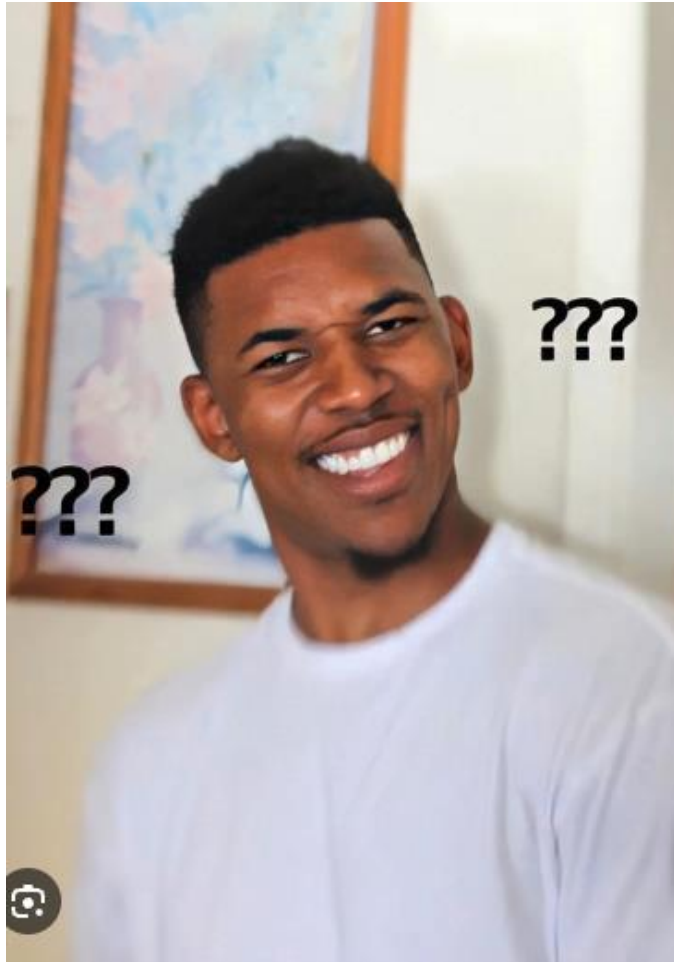

RESUME 101

COVER LETTER 101

WHAT/WHY/HOW

Why Resumes?

Resumes

- Tell your **professional story**

- Inform your employer that you are the person they are looking for

- Look professional (spelling, font, format, alignment...)

- Help them want to learn more about you

- Tailor and customize

"Serve as a piece of great evidence to your claims in application materials"

What goes on a Resume?

2-page limit & only give them what they need

Contact information	Education	Experience (tailored)	Teaching experience
Leadership/community services	Select publications	Professional association/affiliations	Honors and awards
	Professional summary	Skills (soft skills goes into bullet points)	

IOWA

For your Resumes

Reverse chronological order

Start with the past tense verb

Provide details

Use outcomes

Quantify your work

Total number your publications/presentations

All about the JOB

When you lie on your resume but still get the job...
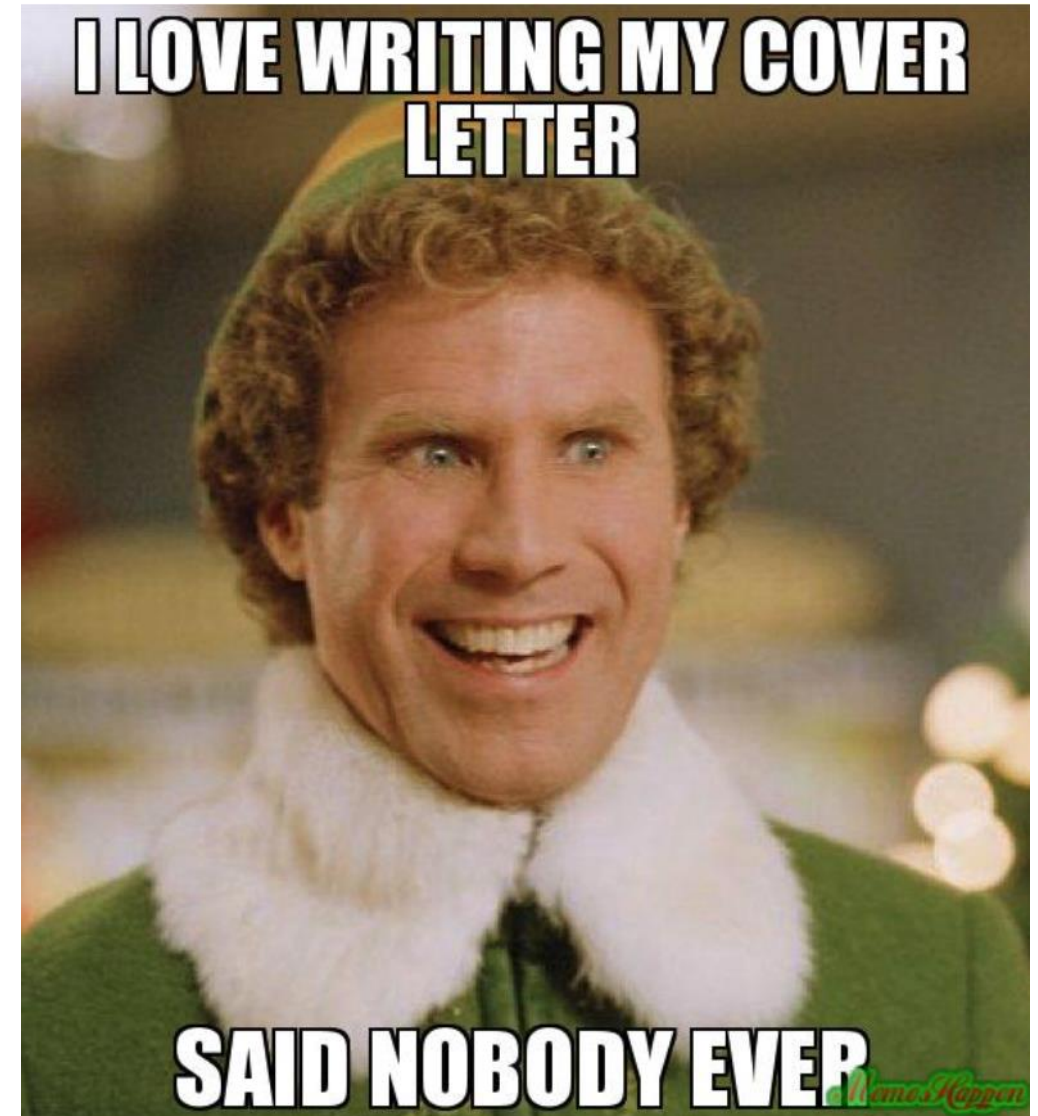
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What is a cover letter?

Introduction of the candidate

Teaser

Explanation of interest

Highlights of qualifications

Demonstrating communication skills

IOWA
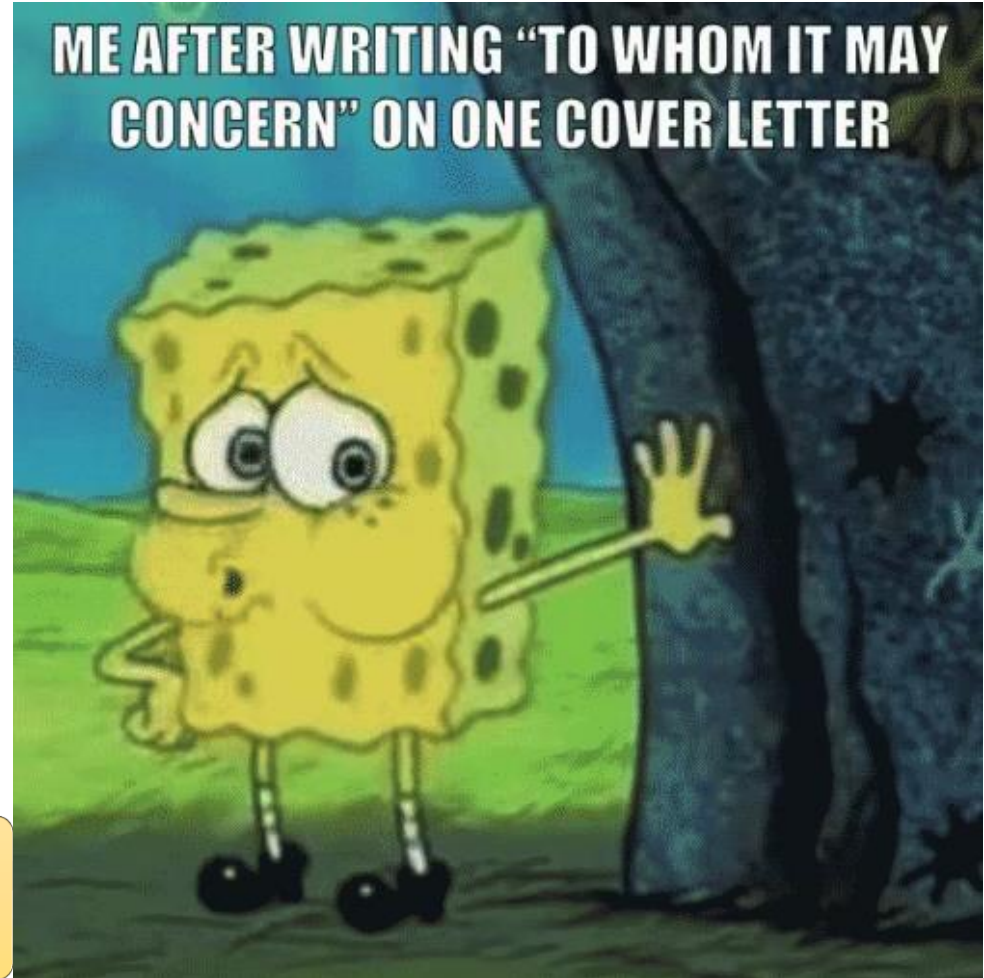
Why do we need Cover Letter

Introduction and Personalization
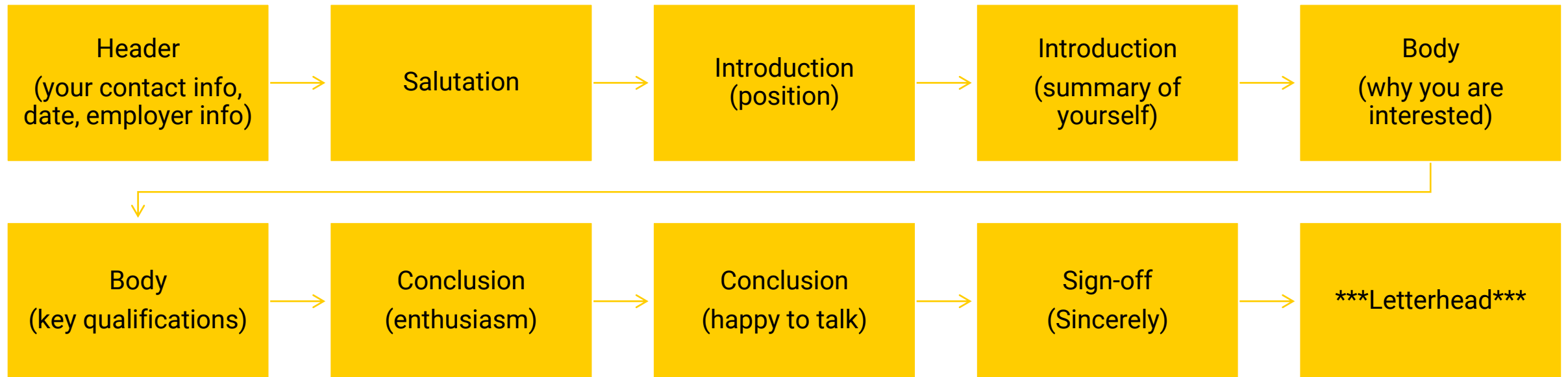
Highlighting your fit for the position

Showcasing your achievements

Demonstrating your communication skills

Conveying your enthusiasm

ME AFTER WRITING "TO WHOM IT MAY CONCERN" ON ONE COVER LETTER

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Key Components of a Cover Letter

Header (your contact info, date, employer info)	→	Salutation	→	Introduction (position)	→	Introduction (summary of yourself)	→	Body (why you are interested)

Body (key qualifications)	→	Conclusion (enthusiasm)	→	Conclusion (happy to talk)	→	Sign-off (Sincerely)	→	***Letterhead***

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Key Qualifications

Research interests, teaching philosophy and accomplishments

Alignment : your expertise and their job descriptions

Interpersonal and communication skills

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Cover Letter Recap

Customize

Start strong

Alignment

Show genuine interest

Research the institution/company

Professional language

Keep it concise

Check for errors

EMAILS COVER LETTER FOR JOB

FORGETS TO CHANGE THE COMPANY NAME AND DATE FROM THE LAST JOB APPLICATION

Applying to jobs is hard.

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Questions?

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