



Perfecting your Resume, C.V. and Cover Letter

Career Exploration and Development
www.kent.edu/career



Content

Does your resume say what you want it to?

Resume Check List – The Basics

- **Contact Info**

- Name
- Address (Temporary/Perm)
- Phone Number
- Email (professional)

- **Educational Information**

- Name and location of university
- Official degree; Expected graduation date
- Major, minor, certificates
- GPA (3.0+)

- **Experiences/Skills**

- Work, Related, Volunteering, extra-curricular, etc.
- Bullet statements



Get specific in your resume with 2 part bullet statements.

1. Part 1: (choose 1)

- a) What did you do?
- b) What skill did you use?

2. Part 2: (choose 1 or more)

- a) How did you do that action?
- b) Why was that action important to your position?
- c) What were the results? (if possible)

Evaluate Your Action Verbs

Instead of “Made”

- **Created**
- **Designed**
- **Crafted**
- **Built**
- **Transformed**

Instead of “Helped”

- **Assisted**
- **Collaborated**
- **Mentored**
- **Implemented**
- **Partnered**

Examples of Specifics

Specific bullet statements

- **Provided excellent customer service through serving members in a timely and courteous fashion, creating professional relationships with members**
- **Mentored 15 first-year students in transition to college by providing support in a one-on-one and classroom setting**

Generic Bullet Statement

- **Provided customer service**
- **Worked with freshmen coming to college**

Quantify when possible to draw attention to a statement.

Attributes Employers Want to See

- **Communication**
- **Teamwork/Interpersonal skills**
- **Leadership**
- **Professionalism**
- **Creativity/Problem Solving**
- **Global/Intercultural fluency**
- **Career Management**
- **Information Technology Application**

Targeting Your resume to Your industry

- **Look at job descriptions and O*Net or Occupational Outlook Handbook.**
- **What action verbs are being used**

Optional Sections

- **Objective**
- **Skills**
- **Additional Experience**
- **Honors/Award**
- **Involvement**
- **Volunteer Experience**
- **Professional Development**



Formatting

The 3 C's of resumes

Clear

- **Font**

- Easily readable
- 10-12 font

- **Organization**

- Recent and relevant

- **Formatting is not distracting**

- 10-30 second readability
- Margins between .7 and 1 inch on all sides
- Limited white space
- No colors or graphics
 - Exceptions for creative majors or industries (Ex: fashion design, vcd)

Concise

- 1 or 2 pages?
- Why does an employer need to know this?
- How many bullet statements?

Consistent

- **1 font/ font size**
- **Bold/underline**
- **Spacing**
 - Dashes around dates
 - Date placement
 - After headers
 - Between sections
- **Periods at the end of bullet statements – All or Nothing**
- **Past Tense action verbs**
- **Quantify – all numbers written as numerals**

Things to avoid on a resume

- **Personal pronouns**
- **Full sentences**
- **Personal information (age, height, marital status)**
- **Photographs**
- **Typos**
- **Templates**
- **Staples/paperclips**
- **High school experiences**



Curriculum Vitae

Curriculum Vitae (CV's)

- **Used in more academic circles**
- **Elaborates more on academic endeavors**
- **Commonly referred to as a CV**
- **Different CV's may be required for different positions**
- **Used primarily when applying for international, academic, education, scientific or research positions or when applying for fellowships or grants**

Which One?

- One or two page summary of your skills, experience and education
- Goal is to be brief and concise
- Employer may spend a minute or two reviewing

RESUME

-
- Usually two or more pages
 - More detailed synopsis
 - Includes summary of: educational and academic background, teaching and research experience, publications and presentations

C.V.

Additional Optional C.V. Sections

- **Publications**
- **Grants**
- **Presentations**
- **Professional Development**
- **Teaching Experience**
- **Research Experience**
- **Memberships/Affiliations**



Cover Letter Basics

What is a Cover Letter

- A letter written to the hiring manager to explain qualifications related to a specific positions
- A cover letter should always be accompanied by a resume
- Individually written to reflect the specific position

Generic cover letters are not acceptable

CUSTOMIZE



Cover Letter Outline

Your address or letterhead

Date

Inside Address

Dear First and Last Name,

1. Why are you writing?
2. What skills or knowledge do you have to offer? How are you qualified for the position?
3. What do you know about the company?
4. Ask for an interview

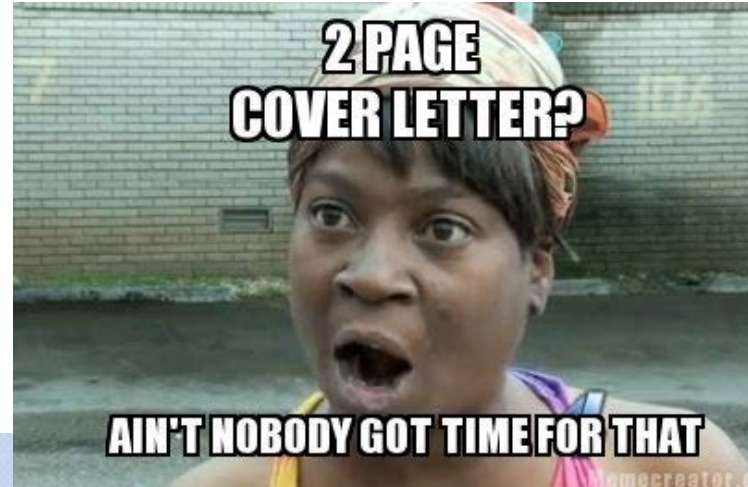
Sincerely,

Signature

Name
WWW.KENT.EDU

Formatting

- Letterhead needs to match resume exactly
- Left aligned block formatting
- 10-12 font
- Never more than one page
- Single spaced



Block Formatting

**P.O. Box 5190
Kent, Ohio 44242**

January 10, 2017

**Krittika Grau
Career Advisor
Career Exploration and Development
800 East Summit Street
Kent, Ohio 44240**

Dear Krittika Grau,

Contemporary Formatting

Julie P. Novotny
800 E. Summit St.
Kent, OH 44242

September 27, 2018

Ben Ribelin
Director of Teaching and Learning K-5
Ravenna City Schools
507 E. Main St.
Ravenna OH 44266

Dear Ben Ribelin,

330-672-9488
jnovotn9@kent.edu

Paragraph 1: Why are you writing?

- **Be specific why someone is reading this cover letter.**
 - What position are you applying for?
 - How did you hear about the position?
 - What are the qualifications you have for the position as listed in the job description?
- **“I am writing to apply for the position of Career Peer that was posted on Flash @ Work. I learned about this position through my First Year Experience Instructor, Kristen Washington. A qualified Career Peer would have the ability to work with diverse populations, strong writing skills, and experience communicating with groups and individuals. Through my previous education and work experiences, I have the qualifications necessary to be a Career Peer.”**

Paragraph 2/3: Your Experience

- **3-4 specific examples of how you are qualified**
 - Ability to work with diverse populations
 - Strong writing skills
 - Experience communicating with individuals and groups
- **Do not repeat your resume, enhance it**
- **Use a quote to support your claim**

Paragraph 4: Organization Research

- **Why do you want to work for that organization?**
 - Show that you've done research into the organization
 - Be specific, cite your research
- **General statements are worthless: “I know your company has a great reputation.”**
- **“From researching Career Exploration and Development through the KSU website, I was impressed with the number of resources available to students in finding their career path. Based on the website and my experience getting a resume review from CED, I know that you take a students-first approach. It is also important to me to work for an organization like CED that puts the student’s best interest first in achieving their career goals.”**

Paragraph 5: Ask for an interview

- **Be direct but humble in asking for follow up.**
- “Thank you for your time and consideration. I look forward to speaking with you further regarding the Career Peer position. You may contact me by phone at 330-672-9488 or email at jnovotn9@kent.edu.”

Closing

Sincerely,

Signature

Name



P.O. Box 5190
Kent, Ohio 44242

January 10, 2017

Krittika Grau
Career Advisor
Career Exploration and Development
800 East Summit Street
Kent, Ohio 44240

Dear Krittika Grau,

I am writing to apply for the position of Career Peer that was posted on Flash @ Work. I learned about this position through my First Year Experience Instructor, Kristen Washington. A qualified Career Peer would have the ability to work with diverse populations, strong writing skills, and experience communicating with groups and individuals. Through my previous education and work experiences, I have the qualifications necessary to be a Career Peer.

This is a paragraph about my experiences and how I am qualified to be a Career Peer. I am listing specific examples of how I gained my qualifications through my experience as a student and etcetera. I gained writing skills as some kind of major pursuing some kind of degree at Kent State University. I am not just copying my resume but instead enhancing it but listing out examples of how I was a member of this club or organization that gave me experience with diverse populations. I would also talk about how I have strong communication skills gained through my summer job as some summer camp when I would put together some kind of activity for certain age groups but also work with individuals to help them achieve this random goal they set for themselves.

From researching Career Exploration and Development through the KSU website, I was impressed with the number of resources available to students in finding their career path. Based on the website and my experience getting a resume review from CED, I know that you take a student's-first approach. It is also important to me to work for an organization like CED that puts the student's best interest first in achieving their career goals.

Thank you for your time and consideration. I look forward to speaking with you further regarding the Career Peer position. You may contact me by phone at 330-672-9488 or email at jnovotn9@kent.edu.

Sincerely,

Julie P Novotny

Julie Novotny



Career Exploration and Development

Drop in hours