

RESUME AND COVER LETTER TIPS

Formatting:

- Don't get too fancy with design (it's OK to have an interesting font, but make sure it is easy to read, professional, and that your pages are not overly "decorated")
- Use only ONE font throughout (you can vary size, weight, capitalization, etc.)
- Maintain a uniform alignment throughout (left-alignment is best).
- Use 1" – 1.5" margins
- If you are having trouble fitting everything on one page, there is some wiggle room, but be careful not to make the content look crammed together.
- Don't go below a 11-12-point font unless absolutely necessary.
- **CHECK FOR TYPOS/MISPELLINGS, GRAMMATICAL ERRORS, FORMATTING GLITCHES**

Cover Letter

Your cover letter should be enthusiastic and confident, and reflect your level of experience. It should be fairly brief (1– 1 ½ pages) and should contain the following basic elements:

1) Contact information and salutation:

Include both your contact information and the employer's. (Try to find out to whom your letter should be directed, rather than using the generic: "To Whom it May Concern"). If you can't find anything specific, use a general address like "To the Internship Coordinator."

2) Introduction:

Introduce yourself in the first paragraph by telling the employer the position you are applying for and how you learned about the opportunity. The rest of this paragraph should briefly present basic information about yourself, including: that you are a student of Hunter College, area of study/expertise, when you expect your degree/or current standing (senior, junior, etc.), and your career goals in terms of how they align with the goals of the institution/organization.

3) Sell yourself for each particular position:

The next part should respond directly to the job description written by the institution/organization. Describe how your previous job experiences, skills, and abilities make you a good fit for the position. Refer to the job description and use words from it (or synonyms) when describing your experience. Speak specifically to your interest in the organization and how you know about it (exhibitions you've seen there, programs you attended, etc.), signaling your excitement and interest for the specific position. Do not simply repeat details from your resume; rather, extrapolate from your total experience to indicate how you are prepared for this position.

4) Conclusion

Close positively with a statement such as: "I look forward to the opportunity to tell you more about myself in person" or "I would be grateful for the opportunity to discuss this position with you in person." Sign the letter with: "Sincerely," "Yours truly," etc.

DOUBLE CHECK FOR TYPOS/MISPELLINGS, GRAMMATICAL ERRORS, FORMATTING GLITCHES

Resume

Summarizes your education, experience, and skills

Use present tense for current positions, and past tense for previous positions

Do not give excessive detail, but focus on broader skills and experience, with action words

1) Header

Your name and contact information, complete and accurate

2) Goal (optional): list the desired result of your job search (i.e. entry level position in museum education; internship in a curatorial department)

3) Education: The name and location of college(s), major(s)/minor(s), date of graduation/expected graduation, GPA if 3.5 or over, any special awards, or relevant coursework

4) Work experience (employment history) – list in reverse chronological order

- Include complete company name, title(s) you held, and dates you worked there
- Follow with bullet points explaining your responsibilities and the skills you acquired
- Be concise and straightforward, and not overly detailed. Use action words

5) Volunteer Work

6) Extracurricular activities

7) Skills: Technological, languages, etc.

Suggested terms:

Positive Traits:

Focused
Proactive
Detail-oriented
Adaptable
Hard-working
Diligent
Efficient
Responsible

Skills:

Analytical
Organizational
Research
Teamwork/Collaborative
Leadership
Interpersonal
Creative thinking

Problem-solving
Planning
Critical thinking
Writing
Communication
Multitasking
Technical

Action words:

Developed	Conveyed	Implemented	Achieved
Executed	Instructed	Produced	Accomplished
Guided	Performed	Designed	Completed
Handled	Presented	Researched	Prepared
Collaborated	Communicated	Strategized	Undertook
Initiated	Conceptualized	Facilitated	Improved

TRIPLE CHECK FOR TYPOS/MISPELLINGS, GRAMMATICAL ERRORS, FORMATTING GLITCHES