**Tips for Resumes & Cover Letters**

## Resumes:

- Use Consistent Font Type
- Use font size no smaller than 10.5 pt
- Do not make margins too narrow (less than .5 pt)
- **Keep resume to 1 page**
- Make text size in name/address header larger than rest of document (14 pt)
- Include mailing address (may want to put 2 addresses local/permanent if trying to establish local ties), telephone you will answer and check vmail and email where you will check and respond from
- Format Education/Experience/Languages, Interests consistently
- Reverse chronological order for experiences
- Error Free

## Cover Letters

- Use same name/address/font size as header on resume
- Use same font type as resume
- Use font size no smaller than 10.5 pt
- Do not make margins too narrow (less than .5 pt)
- **Keep cover letter to 1 page**
- Use Business Address Format for Employer
- If you know the addressee goes by the pronouns she/her, use Ms. as salutation
- If you know the addressee goes by the pronouns he/him, use Mr. as salutation
- If you know the addressee goes by the pronouns they/them, use Mx. as salutation
- Use colon after salutation
- Use all resources as possible to address to actual person
- If you cannot find a name to address letter to, use "Dear Hiring Manager"
- Letter contains 3 main themes (intro/connecting skills to position/closing)
- Error Free