

## **Tips for Writing and Sending your Resume**

When writing your resume it is important to remember:

- There is no one absolute format—choose/create the one that best represents you
- Only items that directly pertain to the position for which you are applying should be included
- You should *always* include a cover letter with your resume
- Omit all pronouns
- Use results-oriented action verbs to describe your experience
- Margins can be as small as .5in and font can be 10pt if necessary

When sending your resume it is important to remember:

- **Mail:** Make sure your cover letter, resume and references are on matching professional paper. Use a large enough envelope so that you do not need to fold resume information
- **Email:** Always attach resume as a MS Word document. Include cover letter in the body of the email and *always* follow up the emailed resume with a hard copy in the mail. Use a professional email address when sending emails to employers.
- **Fax:** If a company asks you to fax your cover letter, resume and references due to time constraints, be sure to send a hard copy via U.S. mail.