

RESUME WRITING TIPS

- *Try to keep your resume to no more than 2 pages
- * Don't use a specific objective (eg. tailored to a setting type) for externship resumes. Save for your CF resume but is optional in any case if you use a cover letter.
- * Make easy to read so that the reviewer gets the most important information at a glance. They will often scan rather than read thoroughly. eg. Use bold, italics, caps, etc to make headings stand out.
- *Keep tense (past or present) consistent throughout.
- *NO spelling or grammar errors. Electronic check and have someone review.
- *Use reverse chronological order.
- *Use action verbs to demonstrate skills under experience headings.
- *Present more impressive recent positions and duties first (eg. your "Clinical Experience" will likely come first) followed by "Relevant Experience".
- *If listing formal tests you have experience with, use italics or underline to give copyright credit.
- *Cover Letter - this is your "Letter of Interest" - Needs to be well written since this demonstrates your writing skill. Include the following:

1. Why are you writing to the employer? - position seeking.
2. Why are you interested in this position? - what do you know about them that interests you in a position?
3. Why should they call you in for the interview? - **MOST IMPORTANT!** What qualities and background experience makes you a good fit for the position. Give examples to prove your assertions. This is your opportunity to **SELL YOURSELF**.
4. Appreciation for considering your application and how to contact you.