

Dos and Don'ts of Resumes, Cover Letters, and Applications

Resumes

Do:

- Include important information
 - Contact information: phone number, email
 - Education: where and what
 - Employment history: company, position, dates (month/year), bullet point description
 - Volunteer/Involvement
 - Professional and school groups/organizations
 - Job Shadowing
- Make it easy to read – Be short and concise

Don't:

- Put birthday, social security number, marital status, picture, ect.
- Short change yourself on work experience
 - Just because it's not healthcare, doesn't mean it's not related
- Have long paragraphs of job descriptions
- Copy and paste your job description into your resume

Cover Letters

Do:

- Make it company and position specific
- Express why you want to work for that specific company
- Why would the company benefit hiring you?

Don't:

- Make it too length (keep it short and concise)
- Template completely
 - Could hand to anyone at anytime
- Forget to change information when applying to a different company
- Repeat your resume

Applications

Do:

- Fill out accurately and completely
 - Even if the field isn't required, it's being asked for a reason
 - List all employment, if asking for all, list it
- Make sure dates and information are accurate
 - i.e. They match your resume

Don't:

- Put "see resume"
- Leave areas blank – if it doesn't apply put "n/a"

Overall

Do:

- Be Honest
- Be Professional
 - Email address, voicemail (yours and leaving one)
- Have correct spelling (use spellcheck)
- Have professional references only
 - i.e. managers, co-workers, teacher, coaches, ect.
- Listen to and follow instructions
- Make sure you meet all requirements for the position
- Be knowledgeable about the company, position, department

Don't:

- Apply to any job just to work there
- Talk negatively about past co-workers or companies
- Don't chew gum or leave in facial piercings
- Don't just call asking about job availability
 - Check the website first
 - If no career page, go in person