

Resume Guide

re·sume (ri-zoom') v. **-sumed, -s**
< OFr. *resumer* < Lat. *resumere* :
— vt. 1. To begin or take up again
sume ke on
again ruptio

sum'er n.

rés·u·mé (rěz' ōō-mā', rěz' ōō-m
summarize < OFr. *resumer*, to res
one's personal history, educationa
perience.

re·sump·tion (rī-zūmp' shən)
[Lat. *resumere*, to resume.] An ac
east hostilities >

re·su·pi·nate (rī-sōō' pə-nāt'
back, p.part. of *resupinare*, to ber

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careers@newschool.edu • 212-229-1324 • www.newschool.edu/studentservices/careers

The New School for General Studies · Eugene Lang College The New School for Liberal Arts · Mannes College
College The New School for Liberal Arts · The New School for Jazz and Contemporary Music · The New School
Music · Mannes College the New School for Music · Eugene Lang College The New School for Liberal Arts · The

e·sur·face (re-sur' fās) v.

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The New School for General Studies
Eugene Lang College The New School for Liberal Arts
The New School for Jazz and Contemporary Music
Mannes College The New School for Music

What is a resume?

A resume is a document that lists your education, experience, and skill sets, and is designed specifically to convey to an employer why you should be hired. Consider it your personal marketing instrument. The resume changes for different jobs for which you apply and as your experience grows. It should be the best representation of you for the job for which you are applying at the time you send it.

Why is a resume so important?

- It is your chance to land an interview.
- To a potential employer, your resume is an indicator of the quality and caliber of work you'll produce if they hire you. A quality resume is worth the effort and investment.
- Interview questions are often based, at least in part, on the resume. You can help guide your interviews toward your strengths and accomplishments.
- The process of building your resume helps you clarify your goals and identify areas for improvement. It also helps you acknowledge and articulate your strengths and accomplishments.

Remember the four C's of resume writing:

CLEAR

Paint the picture for the employer using powerful action verbs, detailed descriptions, numbers and results (see action verb list, p.7).

CONCISE

Use concise language. Eliminate all extraneous words. Articles such as "the" and "a" should be avoided, along with "I", "my", "me" or "our." Also leave out conjunctions, such as "and," whenever possible.

CONSISTENT

Be sure to abbreviate, punctuate, and line up your text consistently. For example, if you write "Brooklyn, New York" in the education section, be sure you don't write "Brooklyn, NY" in the experience section.

CORRECT

Pay close attention to grammatical and spelling errors. There is no excuse for a single mistake on your resume. Have others proofread—the more proofreading, the better.

Remember that everything on your resume is fair game for an interview. Make sure all of the information you are providing is correct at the time you send it out.

How to write a resume

There are many different ways to write a resume and no two people will have exactly the same style. Begin writing your resume by making lists of your experiences, including paid and unpaid work, before plugging them into the sections reviewed in this guide. It is best to attend workshops and/or meet with someone in the Office of Career Development for guidance throughout this process.

Three basic resume types:

The Reverse Chronological Resume	The Functional Skills Resume	The Combination Resume
Lists employment & education experience in reverse chronological order	Organized to highlight skills and qualifications with little emphasis on time or place of education or employment	Combination of both chronological and functional formats putting equal emphasis on both
Easily recognized by employers and most popular format	Best used for candidates with a variety of experience in different fields and those making career/industry changes	Used to regroup experiences into skills categories in reverse chronological order

Examples of these kinds of resumes are in the back of this guide.

Heading Section

- Your full name should be the largest thing on your resume, generally no larger than 14pt. font. The rest of the document should be between 10pt and 12pt. Use a standard readable (and scannable) font such as Arial or Times New Roman throughout.
- Include both your permanent and local contact information if they are different.
- We recommend listing only one phone number. Make sure you will get messages consistently from this number and that your voice mail message clearly identifies your name and sounds professional.
- If possible, use an email address that sounds professional or neutral, preferably one that identifies your name, such as: smith.thomas@yahoo.com or use your New School student or alumni account. Addresses such as CoolBABE@yahoo.com or YanksRule@hotmail.com will not inspire employees to take you seriously. Create a separate account if necessary, but be sure to check it every day and keep your personal and career-related messages separate.

Objective Statement Section (Optional)

One option is to open your resume is with an objective statement. This can help employers understand which or what kind of position you are seeking. The more focused it is, the better. If you choose to use an objective statement, make sure it is consistent with the rest of your resume. Target your objective to each employer or type of position you are seeking.

Example: To obtain an internship in the field of mass communications where creative skills can be utilized.

Summary/Profile Section

The summary/profile section is a powerful option for introducing your resume because it helps show the employer that you possess the qualities and skills for which they are looking. The purpose of this section is to direct the reader's attention immediately to the specific combination of skills and qualifications they require. You can pull items from throughout all of your experiences and present them neatly together at the top of your resume to make a strong first impression.

Think carefully and identify skills, experiences, qualities, and interests that you have that would be of interest to the employer. Be guided carefully by the language and specifics of the job posting and/or description. In this section, you can include computer and language skills in the bottom two lines. Remember, experience includes paid, unpaid, and extracurricular work. **If you choose to use a summary/profile section, do not use an objective statement.**

Example in application for position of Administrative Assistant at an arts organization

PROFILE

- Two years relevant experience in artistic and administrative areas
- Strong interest in working in collaborative art education environment
- Self-motivated, flexible, good sense of humor
- PC/Mac, Microsoft Outlook, desktop publishing software
- Intermediate Spanish

Education Section

- List degrees in reverse chronological order—most recent first.
- If you are still pursuing your degree, you may list it in the same way as shown below, with your expected date of graduation stated. You do not need to include phrases such as "expected date" or "anticipated date." You need only to indicate the month and year.
- You are only required to list colleges from which you received a degree. If you choose to include other colleges, it should be relevant coursework and/or for more than one semester.
- Other training you believe relevant to the position for which you are applying can also be shown here. For example: special seminars or relevant certifications, language, courses not available at your home institution, study abroad, or leadership training.
- This section can be listed first or last on a resume.

Possible degrees are:

Bachelor of Arts in _____

Bachelor of Science in _____

Master of Arts in _____

Master of Science in _____

Dual Degrees:

BA/MA in _____

BS/MS in _____

- If you choose to list your GPA, it should be 3.0 or above. You may list your overall and major GPAs separately.
- Relevant coursework may be added to the *Education* section or it can be added to its own section. Highly significant courses related to a career goal and/or which would not typically be associated with your major would be appropriate. Always spell out the full name of the course.
- If you have received scholarships or awards based on performance, you may want to include them.
- The following is a list of *Education* entries examples:

Bachelor of Arts in Liberal Arts, January 2007

Eugene Lang College, New School for Liberal Arts, New York, NY

Note that you only write bachelor's degree in the possessive form when not discussing the full name of your degree. Ex: I hold a bachelor's degree in psychology from The New School.

Experience Section

Here you will list your past, current, and relevant work experience under headings such as:

- Experience
- Work Experience
- Professional Experience
- Internship Experience
- Relevant Work Experience
- Additional Experience
- Extra-Curricular Experience
- Industry Specific Experience (ex: Teaching Experience)

This section will have entries that contain the following information:

- Name and location of organization (city and state only)
- Your title while employed there
- The dates of employment (months, seasons and/or years)
- A list of duties and accomplishments in bulleted or in narrative form using strong action verbs

The Experience Section is an opportunity for you to show the employer your skills by highlighting duties/accomplishments you had or have with an organization. Remember that experience is valuable whether or not it is a full time, part time, paid or unpaid opportunity. This includes internships and volunteer work.

Examples:

Intern

ABC Widget Factory, Ltd.,

- Create widgets by hand utilizing special tools of the trade
- Organize widgets by size and shape according to company-made diagram
- Motivated co-workers to increase production by 25 percent in 2006

Jan. 2006 to Present
Willy Wonka, NY

Bedrock Fossil Quarry, Inc., Montgomery, MT

Head Digger, January 2003 to December 2005

Excavated fossils of all dinosaur types in nation's top fossil quarry. Coordinated and supervised digging. Won award for most fossils dug in a day. Handled approximately 150 fossils per week.

Duties & Responsibilities

When writing your bullet points or paragraph form descriptions of your duties and responsibilities, **always start with an action verb**. Take a look at the action verbs listed on page 7. Remember, that jobs in the past will have action verbs in the past tense, and those you have currently will be present tense. Again, be sure to illustrate to an employer what you have done and list results of tasks where applicable. Use numbers. For example:

Good: Managed office operations and staff of 12

Better: *Managed sales office operations and staff of 12 to record productivity*

Good: Taught unit on self-discovery

Better: *Taught unit on self-discovery using magazine articles, short stories to class of 15 fourth graders*

Good: Counseled clients in mental health facility
 Better: *Counseled caseload of 5 clients using treatment plans based on a person-centered approach at a community mental health facility*

Activities/Affiliations Section

Involvement in clubs and organizations, volunteerism, athletics, and professional associations can be listed where applicable in the aforementioned categories under experience. You can list them as shown below:

Organizations		
Member, The New School Ensemble, The New School		2006-Present
Member, Lang College Singers		2004-Present
Volunteer, New York City Olympic Games		Summer 2005

You can also set them up to highlight your involvement. Here is an example:

MOXIE Feminist Group, The New School		New York, NY
President		Spring 2006-Present
<ul style="list-style-type: none"> • Facilitate meetings on bi-weekly basis • Delegate responsibilities to executive board and other members • Create flyers for events and post on campus • Serve as liaison between campus officials and organization members 		

Skills Section

Emphasizing additional skill sets is just as important as listing your past work experience. List computer skills, language skills and any other skills or strengths that are relevant to the job or internship you are seeking. For those that choose to have a Profile or Summary, this information may appear there and does not then need a separate section.

EX 1:	Computer Skills	MS Word, Powerpoint, and Excel, Adobe Photoshop
	Language Skills	Fluent French and Italian

EX 2:	
Skills	<ul style="list-style-type: none"> • Microsoft Word, Powerpoint, and Excel, Adobe Photoshop • Fluent French, Italian

References/Portfolio

It is usually assumed by the employer that you will provide these items when asked. However, providing a portfolio offers another chance for you to give more information. For example, if you have writing samples on a website or artwork, you can put the URL on the bottom of your resume. Here is an example:



Useful Tips

1. **Avoid The Resume Wizard**—We do not suggest using a resume wizard or pre-created template to write your resume. Resume templates found on most computer software do not offer the opportunity to truly manipulate your document and are also easily recognizable by employers. Additionally, if you are indicating that you are proficient in programs such as Microsoft Word, you should be able to create an aesthetically pleasing document manually.
2. **Lining up Text**—You can line up your text properly by using the TAB key instead of the SPACE bar. You can determine whether or not your text is lined up by the points on the ruler at the top and side of your document.
3. **Removing the Blue Email Address**—If you have a color printer you can remove the blue hyperlink that appears when you type in your email address by selecting the email address and right clicking on your mouse. A side toolbar should appear. You then select REMOVE HYPERLINK.

Action Verbs

achieved	dealt	initiated	received
acquired	debated	inspected	reduced
acted	decided	instituted	referred
adapted	defined	introduced	related
addressed	delegated	invented	reported
administered	delivered	inventoried	researched
advertised	designed	investigated	responded
advised	detected	liaised	restored
advocated	determined	launched	revamped
aided	developed	learned	reviewed
allocated	devised	lectured	scheduled
analyzed	diagnosed	listened	screened
answered	directed	located	served as
applied	discovered	logged	set goals
appraised	edited	maintained	shadowed
approved	eliminated	managed	shaped
arranged	empathized	manipulated	skilled
assembled	enabled	mastered	specialized
assessed	enforced	maximized	stimulated
assisted	enlisted	mediated	strategize
attained	ensured	memorized	streamlined
audited	established	mentored	strengthened
authored	estimated	minimized	stressed
briefed	evaluated	modeled	studied
brought	examined	modified	substantiated
budgeted	expanded	monitored	succeeded
built	expedited	negotiated	summarized
calculated	experimented	observed	synthesized
charged	explained	obtained	supervised
charted	explored	offered	supported
checked	expressed	operated	sustained
clarified	extracted	organized	taught
classified	facilitated	originated	trained
coached	financed	overcame	translated
collaborated	followed	oversaw	upgraded
collected	formulated	participated	utilized
comforted	fostered	perfected	validated
communicated	founded	performed	verified
compared	gained	planned	won
completed	gathered	predicted	wrote
compiled	generated	prepared	
composed	guided	presented	
computed	handled	prioritized	
conceived	headed	produced	
conducted	helped	programmed	
conserved	identified	projected	
consulted	illustrated	promoted	
contributed	implemented	proposed	
coordinated	improved	provided	
correlated	improvised	publicized	
counseled	increased	published	
created	indexed	raised	
critiqued	indicated	ranked	
cultivated	influenced	recorded	

Reverse Chronological Resume

JOHNNY ENGLISH

21-52 55 ST • ASTORIA, NY 11105 • (917) 456-7890 •
JOHNNYENGLISH@NEWSCHOOL.EDU

EDUCATION

Eugene Lang College The New School for Liberal Arts

B.A., English Literature – GPA 3.74/4

New York, NY

May 2009

National Outdoor Leadership School

Backpacking Program

- Developed small team leadership skills during a one-month Trek through the foothills of Mt. Denali

Palmer, AK

Summer 2004

WORK EXPERIENCE

TALBOT PERKINS CHILDREN'S SERVICES

Advertising Intern

- Utilized writing, creative and organizational skills to assist the department director
- Facilitated training activities
- Designed recruitment materials
- Devised advertising strategies
- Accompanied social workers on field studies
- Communicated with clients

New York, NY

Fall 2006

BREAD & CIRCUS GROCERY

Seattle, WA

Retail Clerk

2005

- Trained new team members
- Carried out routine store duties including: receiving deliveries, taking phone orders, and assisting customers
- Recognition: Received Team Member of the Month Award on two occasions

Spring 2002- Fall

SKILLS

- Proficient PC/Mac, MS Word, Excel, Powerpoint
- Proficient Spanish
- Basic French

Reverse Chronological Resume with Profile

David Ferucci
26 W 115th ST
New York, NY 10076
(201) 848-1107
FerruciD@newschool.edu

PROFILE

- MA, International Affairs, specialization in Environmental Policy
- Strong interest in Environmental Policy Development
- Fluent Spanish, Conversant French
- Recognized as Outstanding Political Science Student of the Year, 2004
- Microsoft Office Suite, Mac/Windows

EDUCATION

The New School for General Studies
MA, International Affairs New York, NY
Dec. 2008

University of Florida
BA, Political Science Minor: Business Administration Miami, Florida
May 2005

EXPERIENCE

NORTHWEST INSULATION Fortunate, OK
Sales Manager 2005-2007

- Developed relationships with current clients and sought new clients in Oklahoma, Texas, and Arkansas
- Implemented and successfully coordinated new procedure for following up with clients
- Supervised and scheduled team of 8-10 salespersons
- Maximized staff effectiveness by promoting a cooperative spirit and delegating tasks related to interests of employees

PARTNERS IN PHILANTHROPY Lucky, KY
Summer Institute Associate Summer 2001

- Researched and helped design a web-based directory for Non-Profit training

NORTHWEST INSULATION INC Fortunate, OK
Foreperson's Assistant Summer 2006

- Oversaw shipping and receiving
- Supervised 2-10 member crews
- Read blueprints for proper insulation of pipes, vessels, tanks, and skids

AWARDS, SCHOLARSHIPS & EXTRACURRICULAR ACTIVITIES

Prillaman Scholarship, University of Florida
Steve Thornton Scholarship, University of Florida
Outstanding Political Science Student of the Year
Coaches Award

Functional Resume with Profile

CARRIE COMMUNICATIONS

2 Ridgedale Avenue Madison, NJ 07940 • carrie@newschool.edu • 873-410-0971

PROFILE:

- Communications specialist with more than 10 years experience in public relations, marketing, advertising and promotions
- Strong writer with excellent organizational and interpersonal communication skills
- High level of enthusiasm and commitment to a communications career in the entertainment, music and radio industries
- Thrive in challenging situations
- Strong leadership qualities, maintain a sense of humor under pressure
- MA candidate in Media Studies, The New School for General Studies

PROFESSIONAL EXPERIENCE:

PUBLIC RELATIONS

- **Newsletters**—writing in print and on-line, as well as coordinating the edition, design, production and distribution of newsletters that are distributed to more than 10,000 employees monthly
- **Articles**—writing various articles for the Internet as well as magazine and trade publications
- **Brochures**—writing and production coordination of informational and program brochures
- **Press Releases**—writing and distribution of press releases for newspapers, television and radio stations
- **Project Coordination**—coordinating various departmental projects including Internet question and answer sessions with outside Internet venues; special events and photo shoots
- **Media**—direct interaction with various mediums including newspapers, television and radio

MARKETING AND ADVERTISING

- **Marketing Materials**—coordinated writing and production of marketing materials including advertisements; brochures; and client, producer and member letters that inform audiences of new products; upcoming events and sales initiatives
- **Strategic Analysis**—assisted in strategic marketing plans for various new marketing initiatives
- **Materials Management**—coordinated and tracked print production of sales and enrollment materials throughout the sales division

PROMOTIONS

- **College Music**—promoted music nationally through college campus radio stations through distribution of promotional music and materials; interacted with college promotional reps; and charted upcoming music releases
- **Radio**—supervised promotional contests; direct contact with contest winners and radio listeners; distribution of prizes to contest winners; and maintenance of master list of contest winners

EMPLOYMENT HISTORY:

- | | | |
|----------------|-------------------------------|--|
| • 2000—Present | Public Relations Coordinator | Atlantic Health System, Florham Park, NJ |
| • 1998—2000 | Marketing Account Manager | Prudential HealthCare, Roseland, NJ1 |
| • 1996—1998 | Asst. Director of Development | PPGNNJ, Morristown, NJ |
| • 1993—1994 | Public Relations Assistant | Dover General Hospital ,Dover, NJ |
| • 1992—1993 | Administrative Assistant | WDHA/WMTR Radio, Cedar Knolls, NJ |
| • 1991—1992 | College Marketing Intern | CBS Records (Sony Music), New York, NY |

EDUCATION:

THE NEW SCHOOL FOR GENERAL STUDIES
Master of Media Studies

New York, NY
May 2007

WILLIAM PATERSON UNIVERSITY
Bachelor of Communications

Wayne, NJ
May 1992

Chronological Resume with Paragraph Style Experience

854 Ave. O, Brooklyn, NY 11208/516-867-5309/smithn@gmail.com

NIKO SMITH

- Objective** Seeking a challenging internship in public relations that will utilize creative skills.
- Education** **Eugene Lang College, The New School for Liberal Arts**, New York, NY
Bachelor of Liberal Arts, Concentration in Cultural & Media Studies, May 2008
- Honors** Dean's List, Fall 2006-2007
- Courses** New Media in New York, Introduction to Journalism: Fundamentals of Reporting, Visual Cultural Analysis, Disembedded Media, Introduction to Media Studies, and Introduction to Cultural Studies
- Relevant Experience** **Style New York Publicity & Event Design Studio**, Brooklyn, NY
Public Relations Intern, Summer 2004
Researched projects. Created press kits for music group. Pitched calls to different media and updated media lists. Answered phones and performed light faxing and photocopying.
- Susan Blond Inc.**, New York, NY
Public Relations Intern, Summer 2003
Researched special projects for staff. Created press kits for various artists. Assisted with creating daily news columns for staff and building media information list. Answered telephones, performed heavy faxing and photocopying. Ran errands for managerial staff.
- Sony Music/ Columbia Records**, New York, New York
Artist Development Intern, March-September 2002
Assisted with special projects, performed heavy filing, faxing, and photocopying. Assisted in delivering and retrieving mail. Floated to and served other departments in Columbia Records community. Ran errands for managerial staff. Served as a host to celebrity clientele.
- Additional Experience** **Shoegasm**, New York, NY
Store Manager, September 2004-Present
Supervise and train sales associate staff of 10. Oversee inventory and daily sales. Open and close store daily. Serve as liaison between sales team and store owner. Assist in sale of merchandise when needed. Create weekly staff schedule and distribute checks to staff.
- South Queens Boys & Girls Club**, Richmond Hill, NY
Assistant, June 2002-August 2004
Aided administrative department with daily tasks. Maintained mass mailings for fundraising initiatives. Organized reports for headquarters. Distributed checks to part-time staff. Answered telephones and guided tours for potential members and families.
- Skills** Proficient in MS Word, Excel, PowerPoint, and Media Map
Fluent in Spanish
- Activities** American Marketing Association, First Year Experience Peer Advisor, and New Student Orientation Leader

Fanny Flexibility

3233 50th Street Apt. 5, Brooklyn, NY 11215 * 718-768-1127 * Flexibility@newschool.edu

EDUCATION

EUGENE LANG COLLEGE THE NEW SCHOOL FOR LIBERAL ARTS

New York, NY

Bachelor of Arts in Liberal Arts

May 2007

- Concentration in Media and Culture
- Relevant Coursework:
 - Modern Journalism
 - Writing for Magazines
 - History of Print
 - Investigative Journalism

RELEVANT EXPERIENCE

THE COMMITTEE TO PROTECT JOURNALISTS

New York, NY

Media Relations Intern

Fall 2006

- Assisted Director of Communications with the organization of an annual fundraising event
- Drafted press releases and created press kits
- Pitched press releases to regional and international press
- Maintained and updated press contact lists

SCHULTZ MEDIA & PUBLIC RELATIONS

Washington, D.C.

Public Relations Intern

2005-2006

- Conducted client related research
- Wrote and edited draft releases of media materials
- Created and updated media lists
- Helped to coordinate and plan events

SENATOR CAROL MOSELEY-BRAUN'S (IL) OFFICE CAPITOL HILL

Washington, D.C.

Congressional Press Intern

Fall 2004

- Assisted a fast-paced press office in all daily media activities
- Maintained and updated press files and media lists
- Compiled and circulated daily news clips

ADDITIONAL EXPERIENCE

STUDY ABROAD & STUDENT SERVICES, THE NEW SCHOOL

New York, NY

Office Manager

2005-Present

- Managed mid sized student services office at large university
- Honed multi-tasking skills as well as the ability to work under pressure
- Work with a highly diverse group of students and co-workers

FRIED, FRANK, HARRIS, SHRIVER & JACOBSON

Washington, D.C.

Corporate Legal Assistant

2004-2005

- Provided organizational support for the corporate division of a large law firm
- Gained intensive writing, editing and proofreading experience while becoming very detail oriented
- Conducted in-depth legal research for projects with time sensitive deadlines

Reference Lists

A reference list is a list of colleagues, mentors, college professors, supervisors, or subordinates who can discuss their professional experience of you with a potential employer. You need only list three or four references and always be sure you ask a potential reference if they are available for this kind of communication BEFORE putting them on your reference list.

Keep in mind you CAN use a person with whom you worked even if he or she is no longer working at your former place of employment. Just be sure to get his or her updated contact information. Below is an example:

Your Resume Heading Here

Reference 1

Job title

Address

City, State, ZIP

Phone

Email if preferred

Reference 2

Job title

Address

City, State, ZIP

Phone

Email if preferred

Reference 3

Job title

Address

City, State, ZIP

Phone

Email if preferred

Resume Presentation and How to Send

Via regular mail

- Always print your resume, cover letter, and reference list on high-quality paper or resume paper (boxes of this are usually marked as such). Use white, ivory, or something similar to maintain readability.
- You can attach your resume behind the cover letter using a paperclip at the top left corner.
- We suggest using a large 8 ½" x 11" envelope so as not to crease your resume or cover letter.
- When using a printer, be sure to let the ink dry before putting your documents in an envelope.
- Type out the mailing and return addresses on either the envelope or mailing labels.
- To ensure delivery, you can go to the post office and send the letter with a return receipt. This will cost a few dollars more than regular shipping.
- ***Always bring a few copies of your resume, cover letter, and reference list with you, printed on resume paper, to the interview.***

Via fax

- Create a professional looking fax cover sheet. There is a template for this in Microsoft Word.
- Be sure to include the number of pages you are sending INCLUDING your fax cover sheet, along with your phone number, in case the employer needs to inform you of missing documents.
- ***You should also send a hard copy via regular mail to ensure delivery and maintain professionalism.***

Via E-mail

- Since this is your first written communication with an organization, it is perfectly acceptable to cut and paste your entire cover letter in business letter format into the body of your email. You can then attach your resume to the email. It is also acceptable to attach both your cover letter and resume and write in the body of the email, "Please see attached."
- To ensure delivery, we suggest selecting the "return receipt" option when you send the email.
- ***You should also send a hard copy via regular mail to ensure delivery and maintain professionalism.***

Via Online Application

- Try your best to fill in all of the required information and cut and paste information from your resume as best as possible. Don't be discouraged that your spacing may be off. Do your best to make your document aesthetically pleasing throughout the application template.