



TAILOR Resumes & Cover Letters

BASIC TIPS:

- Package your resume so it's tailored towards the company that you are applying to. It's usually best to have a few versions of your resume and tweak your resume as needed for the internship/co-op position that you are applying for.
- Make sure the bullet points on your resume directly correlate to the position that you are applying for. That way, when a recruiter looks at your resume they will see the exact experiences or qualifications that relate to the role they are filling.
- The resume isn't everything, but it is a key selling point. Ensure that your resume truly represents you!
- Every cover letter should be particular to the role and to the company that you are applying for.
- The initial sentences of your cover letter should be specific to why you are a good fit for that organization, talk about what your interests are, and how your background corresponds to the role that you are applying for.
- For example, if a job description says that a company is seeking someone who is organized, be sure to give specific examples of how you have displayed organizational skills in the past.
- Ensure that what you are putting forth on your resume and cover letter truly represents what you want a recruiter to know about you.