Effective Resumes and Cover Letters

Your Checklist for Success

- ❑ Print out the *Military Experience and Training Help You Win That Job* handout from the attachments tab at the top right of the screen.

- ❑ Print out the *Effective Cover Letters* handout from the attachments tab at the top right of the screen.

- ❑ Write a resume/update your current resume.

    - ❑ Determine its purpose: What do you want it to do?

    - ❑ Decide on the best format for you.

        - ▪ Chronological

        - ▪ Functional

        - ▪ Combination

    - ❑ Use a template as a model for drafting your own resume.

        - ▪ Free resume templates can be found by searching for them online.

    - ❑ Complete each section of your resume.

        - ▪ Contact information (includes name, address, phone numbers, email)

        - ▪ Qualification summary/professional profile

        - ▪ Education

        - ▪ Experience and skills

        - ▪ Other information (possibly)

    - ❑ Confirm the use of action words at the beginning of sentences.

    - ❑ Confirm that you used measurable achievement statements.

    - ❑ Use keywords to make your resume searchable.

    - ❑ Consider using a military skills translator to make your resume readable to recruiters with no military experience.

    - ❑ Leave out any negative information or anything related to age, sex, religion, etc.

    - ❑ Proofread your resume.

    - ❑ Ask someone else to proofread your resume.

- ❑ Write a cover letter

    - o First paragraph – "Why I'm writing."

    - o Second paragraph – "How I'm qualified."

    - o Third paragraph – "Why I'm right for this job."

    - o Four paragraph – "Steps I'll take to make sure we talk further."