

INFORMATION NEEDED FOR YOUR

RESUME & COVER LETTER

Work History

For each place of employment, include:

- Company name
- Your job title
- City and state
- Description in your own words of your duties
- Month and year started and ended

Education

- Name of school
- City and state
- Type of program (i.e. certificate, Associate of Arts, Bachelor of Science)
- Name of program (i.e. Business Management)
- Month and year graduated (or expecting to graduate)

"Bragging Points"

Have you made an outstanding impact for a company where you've worked? If so, explain what you did to help the company save money, make more money, increase efficiency, etc. If you can give specific numbers/percentages, that's even better!

Relevant Volunteer Experience

If you have volunteer experience in which you practice skills relevant to the type of position you want, please include the following:

- Name of organization
- Your title
- Name of event (if applicable)
- City and state
- Your duties
- Month and year started and ended

Your Contact Information

- First and last name
- City, state, and zip code
- Phone number
- Email address
- Web address for LinkedIn profile (if you have an updated LinkedIn)

IF YOU ARE APPLYING FOR GOVERNMENT JOBS OR IF YOU ARE A GRADUATING COLLEGE STUDENT, PLEASE SEE BELOW FOR ADDITIONAL INFORMATION NEEDED...



IF YOU'RE PLANNING TO USE YOUR RESUME TO APPLY FOR GOVERNMENT JOBS, PLEASE INCLUDE THE INFORMATION BELOW IN ADDITION TO PROVIDING THE INFORMATION REQUESTED ON THE SHEET ABOVE:

- Your actual street address
- The following for each job: average hours worked per week, salary/wage, and supervisor contact info (first and last name, official job title, either phone number or email address, and indication of whether or not it's okay for potential employers to contact that supervisor)
- Clearance status (if you have worked for the government before and have one)

IF YOU ARE A GRADUATING COLLEGE STUDENT PLANNING TO USE YOUR RESUME TO APPLY FOR A JOB IN YOUR FIELD OF STUDY, PLEASE INCLUDE THE INFORMATION BELOW IN ADDITION TO THE INFORMATION REQUESTED ON THE SHEET ABOVE:

Internship Info:

- Name of school where you were enrolled when you completed your internship, name of internship site, department, on-site supervisor at the internship site, site supervisor position, duties you performed, city/state, month and year you started and ended that internship

Membership in Clubs/Organizations:

- Name of club or organization (indicate if it's affiliated with your school), your position, month and year you became active and month and year you ended participation