

Resume and cover letter tips & templates

A good resume and cover letter provide applicants an opportunity to make a good first impression. The following tips can help applicants with crafting these materials.

1. Tailor your content

Job seekers applying for a specific job need resumes and cover letters that are tailored to that job. Information not relevant to the open position demonstrates a lack of preparation and thought. Applicants need to ensure that their experience and story speaks to the job specifications.

2. Show, don't tell

Wherever possible, applicants must provide examples and stories to demonstrate the qualities that they are trying to highlight. For example, if the goal is to convey an applicant is great at closing deals, stating - 'Closed 30 deals worth \$1M in 12 months' is better than stating - 'Experienced in closing deals'. Adding specifics and quantifying results will add more depth to resumes and cover letters.

3. Proofread

It is always important to check grammar and spelling accuracy. Failure to do so could result in embarrassing mistakes. Applicants should not shy away from asking friends or family to proofread resumes and cover letters.

4. Keep it simple

Applicants should aspire to be straightforward and concise. Sticking to facts is the best strategy. Hiring managers and screeners have short attention spans when it comes to reviewing resumes and cover letters. Furthermore, companies are often flooded with thousands of job applications. Keeping your resume and cover letter simple helps with readability and increases your chances of being invited for an interview.

Additional Online Resources

<https://www.indeed.com/career-advice/resumes-cover-letters/resume-format-guide-with-examples>

<https://www.themuse.com/advice/the-41-best-resume-templates-ever>

<https://www.glassdoor.com/blog/expert-cover-letter-tips/>

Want to learn more? Check out www.rampedcareers.com!