career guide
checklist for effective resumes and cover letters

ASU Career Services offers a comprehensive online Career Guide designed to help you evaluate career options, learn about internships and launch your career. The Career Guide includes detailed information about cover letters and resumes, interviewing, business etiquette, portfolios, graduate school admission processes, effective job and internship search strategies and more. Visit the Career Guide at **asu.edu/careerguide**

RESUMES

Is your resume:

o   free of typos, spelling, and grammatical errors?

o   organized and prioritized to demonstrate the skills the employer needs?

o   full of appropriate action verbs and work specific nouns?

o   easy for an employer to visually and electronically scan (no major underlining, no italics, no odd symbols)?

o   graphically pleasing?

Does your resume:

o   match the specific qualifications stated by the employer in the job description?

o   focus on achievements, particularly on those directly related to job-specific skills and teamwork?

o   emphasize your internships, course projects, community service, activities, professional affiliations, and technical skills?

o   use bold and all capital letters appropriately to emphasize your name, heading, job titles?

o   have any personal pronouns or "I" statements? (i.e. I assisted…I developed) If so, GET RID OF THEM!

o   make you proud to show your resume to everyone? if not, it needs more work!

COVER LETTERS

Is your cover letter:

o   free of typos, spelling, and grammatical errors?

o   organized and prioritized to demonstrate the skills the employer needs?

o   full of appropriate action verbs and work specific nouns?

Does your cover letter:

o   match the specific qualifications stated by the employer in the job description?

o   focus on achievements, particularly on those directly related to job-specific skills and teamwork?

o   follow a professional business letter format?

o   emphasize your internships, coursework, activities, community service, professional affiliations, and technical skills?

o   demonstrate your company research to ensure an appropriate match of your skills to their needs?

o   describe the skills, abilities, personal traits and educational background that contribute to that organization?

o   provide appropriate contact information for you and the employer?

o   thank the employers for their time and consideration, and end on an enthusiastic tone?