

CPD QUICK TIPS

RESUMES

BIG PICTURE

- **Knowledge is Power:** The position description of the opportunity you're applying for is the single most important document in any application process.
- **Translate & Transfer:** Speak in transferable skills, so that it becomes abundantly clear how your experiences translate to the position description.
- **Own It:** Believe in the value of every contribution you've made and spell it out using the ATOP model (Action Verb + Task + Outcome/Purpose).
- **Wow Them:** Put together a clean, concise, typo-free document that looks good!

FORMAT

- Download our Resume Guide along with the CPD Resume Template from the Resource Library in DartBoard.
- Fill in the header with your name (and make it big!) and essential contact information, along with links to your LinkedIn profile and, if applicable, online portfolio.
- Aim for consistency – with fonts, font sizes, tenses, tone, etc.
- Include your GPA if it's 3.0 and higher.
- As a first- and second-year student, it's fine to list your volunteer and student org experiences (the "Leadership & Service" section) before the "Relevant Experience" section. It's also normal to have high school experiences on your resume until you've had a chance to gain professional experience and get involved on campus.

APPROACH

- **Start:** Create a master resume and include everything you've ever done: summer jobs, internships, volunteer work, student organizations, etc.
- **Reflect:** Under each entry, list everything you did to contribute in your role – don't worry about formatting, just get as much on paper as possible.
- **Reference:** Look at the position description, highlight critical skills and competencies, then pick the experiences from your master resume that connect. Copy-paste all relevant experiences into a new document.
- **Rank & Rephrase:** For each opportunity, consider the order and language of your bullets. Move up the most relevant ones and wordsmith where necessary. Your goal is to sound as much like the position description as possible.

CONTENT

- **Download** the CPD's Bullet Point Worksheet to familiarize yourself with the ATOP (Action Verb + Task + Outcome/Purpose) model.
- **Demonstrate** your impact and quantify whenever possible, for example: perhaps a project you worked on resulted in a 10% increase in sales or a 5% reduction in expenses - numbers matter!
- **Practice** writing a few bullet points and get feedback from your CPD Career Coach! You can schedule a Zoom or Phone appointment via DartBoard or shoot us an email at cpd@dartmouth.edu.

Want feedback on your resume?
Schedule your Career Coaching appointment today on DartBoard!

CPD QUICK TIPS

COVER LETTERS

PURPOSE

- The purpose of a Cover Letter is to serve as a letter of introduction and a “statement of intent.” e.g. I am writing to express my interest in Google’s 2021 Summer Internship Sales Program. As a junior at Dartmouth College majoring in Government and minoring in Computer Science, Google’s commitment to utilizing cutting edge technology to solve problems and empower and educate people around the world resonates deeply with me.)
- Write with a focus on your audience – not you – it’s about how your skill sets and experiences can contribute to their mission.

FORMAT

- You have **one page**. See [Cover Letter Guide](#) for sample format and content.
- **Font** between 10-12 pts. Cover letter and resume headers need to match, and header font needs to match the body of your document.
- In the **letterhead**, include the date, the contact name, position title and address

CONTENT

- The most important document in structuring your letter is **the job description** – *not* your resume.
- Make sure to mention the employer, the position you are applying for, how you heard about it and how the work aligns with your interests and goals.
- Your cover letter should include a brief introduction and conclusion and one body paragraph per relevant experience/skill OR one larger well-structured body paragraph.
- Identify **2-3 essential skill sets** the employer lists as necessary in the job description and use your resume to provide “corroborating evidence.”
- **For example:** "To thrive in this internship role, one needs to possess the ability to work quickly and accurately with large data sets. Through my internship last summer at XXX, I researched 50 companies, analyzed their balance sheets and used Excel to create a document detailing market trends, which I then presented to the Sales and Marketing team."

BEFORE YOU SEND

- **Review your letter.** Count the number of sentences that begin with “I” and make sure equal focus is on the employer and the position.
- **Avoid making statements you cannot support versus ones that you can.** For example, the notion of being an “ideal candidate” is something for them to conclude, not you to state.
- **However,** "My passion for numbers and a willingness to keep working to find a solution to a problem are attributes I would bring to Google on a daily basis..." is something you *can* claim!

Want feedback on your cover letter?
Schedule your Career Coaching appointment today on [DartBoard!](#)