Welcome to the Engineering Job Club! Each email features content on a specific part of the job search process, followed by a short list of suggested items to complete that week.

We’re kicking this week off with the basics: Resumes and Cover Letters. If you already have a resume, great! Consider this your prompt to take a look, update it, and make sure you’re highlighting your application in the best possible terms. If not, now is the perfect time to draft one. This week is also a chance to get familiar with cover letter content so you’re ready to write one when the time comes.

**Resumes are:**

**#1 Relevant**
- Resumes aren’t about you, they’re about the employer.
- Match your experience to what they need.
- Use key words from the job description/ad.
- Jobs, clubs, volunteering, coursework, skills are all relevant.

**#2 Impactful**
- Don’t just list jobs, tell what you did.
- How did you impact the company/club/organization?
- Use numbers to quantify results.

**#3 To the point**
- Pick what’s important. Don’t include everything you’ve ever done.
- White space/fewer words = readable.
- Use action words (e.g. developed, operated).
- Bullet points/spacing to break up text.
- Check headers, spacing, periods, sentence tense. All the same size/font/style?

**Cover Letters:**

The cover letter goes beyond the content on your resume. This is a chance to connect the dots for the employer: **why you are excited about the position and why you would be a good fit.** General format is 3-4 paragraphs. The opening paragraph covers the position you are applying for and a brief mention of why you are interested. The second (and possibly third) paragraphs expand on your qualifications and tie them to that specific position. In the closing paragraph, reiterate your interest and thank the reader for their consideration.

Other cover letter considerations:
- It’s more than a summary of your resume. If someone could look at your resume and write the same cover letter, you are missing an opportunity to showcase yourself.
• Cover letters should be tailored to the position. Given your cover letter and 2-3 job postings, someone should be able to tell from the letter which one you are applying to.
• “Dear Hiring Manager” is a perfectly fine salutation. Use the time you would spend tracking down someone’s name to focus on the content of the letter instead.

To-Do This Week

• Draft (or update) a resume and have one other set of human eyes look it over
  o Ask a friend/roommate/classmate or come by our drop-in hours
• Start thinking about who you might ask to serve as a reference

And that’s it! Next week we’ll cover setting job search criteria and the online tools available to help maximize your chance of finding positions you want to apply for.

Cheers,
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