

# RESUME & COVER LETTER TIPS

## ~for the social sector jobseeker~

### RESUMES

- An “objective” is optional; try a summary of your most important/relevant skills.
- Use active verbs to begin all work descriptions; choose the appropriate tense.
- Categorize everything so that it’s accessible at a glance.
- List things in reverse chronological order within each category.
- List professional and volunteer experience before education (if possible).
- Describe the major skills and leadership abilities used in each previous position.
- Quantify your results as much as possible.
- Proofread!

### COVER LETTERS

- Top priority: how your specific skills and experience can benefit the reader, NOT how you love the organization’s mission or have always dreamed of working there. Your enthusiasm, commitment, passion and interest are important—but secondary.
- Demonstrate your knowledge of their issue and their niche, in the practical context of your skills.
- Keep it to one page.
- Address it to a specific person (get a name if you can).
- Point out how you meet every major need listed in the job description.
- Illustrate your points with a few well-chosen examples.
- Don’t flatter or insult them or restate what they do.
- Proofread!