



## eReview Student Checklist

Alumni:

Student ID#:

Current Student:

### Please review and complete all 8 steps before submitting your resume and cover letter

Review online samples and handouts of <a href="#">Resumes and CVs, and Cover Letters</a>
Review the <a href="#">General Resume Template</a>
Include your full name, student ID#, and faculty
Describe how you will use this resume/cover letter (i.e. type of position or industry)
Indicate if this resume is a first or second draft (i.e. has it been reviewed before?)
Attach or include a copy of the job posting you are applying for, if applicable
Attach a copy of your resume/cover letter in a Word or PDF format for edits and comments
Attach a copy of this completed checklist

### Resume Checklist

<b>Font:</b> Consistent in size and style
<b>Spacing:</b> Effective use of spacing between sections, lines, and in margins
<b>Bullets:</b> Consistent size and style; 3-5 five bullets per heading
<b>First Page:</b> Most important or relevant information on the first page
<b>Dates:</b> Reverse chronological order; most recent to least in each section
<b>Pages:</b> 2 pages as a general guidelines; name and page number in the header/footer of page 2
<b>Verb Tense:</b> Consistent use of verb tense – past tense/present tense
<b>Periods:</b> Periods at the end of bullets are not necessary
<b>Content:</b> Include content that is relevant and targeted to the position you're applying for based on your past experience and education. Please refer to the <a href="#">General Resume Template</a>
<b>References:</b> Never included within the body of the resume; not necessary to say "available upon request"

### Cover Letter Checklist

<b>Font:</b> Consistent in size and style; same style as the resume
<b>Layout:</b> Include the employer's address, date, a subject line, and ensure content fits on one page. Refer to <a href="#">General Cover Letter Template</a>
<b>Details:</b> Include a contact name, provide your contact information (phone and email), and insert a digital signature
<b>Spelling and Grammar:</b> Utilize spell check, read the letter over. Refer to Student Success Centre's <a href="#">Writing Support Resources</a> , if needed
<b>Content:</b> The cover letter demonstrates your writing abilities, skills/experiences, and passion/personality. It is not a repeat of your resume, but a complementary element. The cover letter allows you to introduce yourself and explain how you fit within their organization. Utilize the paragraphs to highlight and draw attention to your relevant skills and accomplishments; do not simply list them out.