

Resume and/or Cover Letter appointment:

- Appointments are 45 - 60 minutes long.
- Bring a copy of your resume and cover letter, or bring it on a flash drive or laptop computer.
- If possible, know the specific position you are applying for and what skills that position requires.
- If you have not targeted a specific job, be prepared to indicate the type of job or internship you will be seeking.
- If possible, bring a copy of the job or internship advertisement.
- Be ready to talk about your experiences and achievements.
- Notify the counselor if the appointment is for a class assignment.
- The reviewer will write critiques directly on your resume and go over it with you.
- You may receive handouts and/or worksheets to supplement critiques.