



# NEWSLETTER

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Career Services and Professional Development Center

## BUILDING A RESUME WORTH A SECOND LOOK

A strong resume is a concise, informative summary of your abilities, education, and experience. It should highlight your strongest assets and skills, and differentiate you from other candidates seeking similar positions. Although it alone will not get you a job or internship, a good resume is an important element toward obtaining an interview. Tailor your resume to the type of position you are seeking. This doesn't mean that all of your experiences must relate directly, but your resume should reflect the kind of skills the employer would value. Format the resume in a way that is attractive and easy to read, but never place appearance over the actual content of your resume. Employers are interested in what you can bring to the position. Your resume has 15-20 seconds to catch an employer's eye and get an interview. Make it count! Not sure where to start? Check out our Career Services and Professional Development website where we have examples of many different types of resumes and cover letters to help get you started!

## COVER LETTER

Your cover letter is a writing sample and a part of the screening process. By putting your best foot forward, you can increase your chances of being interviewed. A good way to create a response-producing cover letter is to highlight your skills or experiences that are most applicable to the job or industry and to tailor the letter to the specific organization you are applying to. Address your letters to a specific person if you can and tailor your letters to situations or organizations by doing research before writing your letters. Keep letters concise and factual, no more than a single page. Remember that this is a marketing tool. Use lots of action words.

**Download  
Handshake Today!**





The Career Services and Professional Development Center is thrilled to announce we are now offering the **Strong Interest Inventory**. This assessment helps students uncover their career interests and identify which areas of study are appropriate or required for a particular field. Students become more engaged because they are focused on classes relevant to their goals. By identifying personal interests and how these relate to different occupations, the Strong assessment opens up the world of work to first-time career seekers and people considering a career transition. Students interested in the assessment can inquire by emailing [careers@muw.edu](mailto:careers@muw.edu).

## LDR – 399 CAREER READINESS THROUGH EMOTIONAL INTELLIGENCE

Emotional Intelligence is one of the most sought after skills by employers and provides a strong foundation for career readiness.

Sign up for LDR 399 offered Fall 2024 during registration and you'll be Heads Above the Rest!



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The W Office of Career Services & Professional Development



W Students from Nursing, Public Health, Biology, Family Sciences and Business Programs had the opportunity to peruse a wide variety of jobs and graduate programs in the field during the Healthcare Career Fair on February 1st, hosted by the Career Services and Professional Development Center.



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