

Resume Tips

Format/Layout:

- ✓ Formatting/spacing/layout draw attention to content and readability
- ✓ Resume follows formatting guidelines

Style:

- ✓ Fonts are consistent and easy to read
- ✓ Use of italic, bold, and underlining is used to improve readability

Content:

- ✓ Includes all necessary items
- ✓ Relevant education and experience
- ✓ Presented in reverse chronological order

Mechanics/ Grammar/vocabulary:

- ✓ Uses accurate grammar and vocab
- ✓ Action verbs are consistently used
- ✓ Free of errors in spelling, punctuation, or capitalization

Letter of Request Tips

Introduction:

- ✓ State the purpose
- ✓ Tell who and why you are writing

Body Paragraphs:

- ✓ Supply details
- ✓ State your specific request

Closing/Formatting:

- ✓ Be sure to write thank you
- ✓ Wrap-up with final information about school and application
- ✓ Heading/Line Spacing
- ✓ Spelling/grammar