



## Helpful Resume Hints For Your Life After AmeriCorps

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### For Resumes:

- ✓ **Spell "AmeriCorps" correctly.** Don't forget the big "C" and the "s"!
- ✓ **Appearance counts!** *Spend time playing with margins, fonts, bullets, and symbols in Microsoft Word to make it look nice on the page. Small font is okay and often looks more sophisticated than huge, giant, swirly fonts. And whatever you do, don't use Comic Sans. It's called Comic for a reason.*
- ✓ **No more than 1 page – ever!** *Unless you have a Ph.D ☺*
- ✓ **PDF is preferable.** Not only does it set your resume apart and look professional, but it will prevent that pesky SpellCheck from underlining words or phrases it doesn't like.
- ✓ **Title your resume professionally.** Don't send in a resume with an embarrassing file name, like "Generic\_Nonprofit\_Resume\_FINAL."
- ✓ **Don't assume everyone knows what AmeriCorps is – describe it!** Keep it short and sweet, but always describe what you did during your term of service.

### For Cover Letters:

- ✓ **Be original.** Say something new and different than what they already know from your resume or application. Talk about why you want the job, what your personal strengths and experiences are, etc.
- ✓ **Name-dropping works!** *Do it in the first paragraph. If you know someone at the company or if someone referred you to apply, give their name and title in your letter! Alternatively, you can include an attached page of references. If possible, include people who might know someone at the organization.*
- ✓ **Still no more than 1 page!** *Even if you have a Ph.D...*
- ✓ **Sign that baby!** *Using a cheesy, cursive font on a computer is NOT a signature.*

### Just Plain, Good Sense:

- ✓ **Customize every application to each job/employer.** *Always specify which organization and position you're applying to, so it doesn't look generic. Also make sure to change your resume and cover letter for each specific job you apply to. No excuses! If you try to recycle the same letter or resume over and over again, they'll know!*
- ✓ **Typos = Certain Death.** *Most employers will throw away your cover letter or resume if they even find 1 single typo in your application. So edit, edit, edit! Find a friend you trust to proofread it with fresh eyes.*
- ✓ **Censor your Facebook/MySpace pages and check your privacy settings.** *Employers WILL often Google applicants or look at your pages. Keep it clean!*
- ✓ **Don't give up... follow up!** *Don't hesitate to call, email, or personally visit at least once to make sure they received all of your materials and that they know you're interested.*

**Good luck!**