Resume or Cover Letter appointment: By telephone or video chat

- Appointments are 45 - 60 minutes long.
- Email to the career counselor that you have an appointment with, a copy of your resume and cover letter, 24 hours prior to the appointment.
- 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, email 24 hours in advance, 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 email you critiques of your resume, as well as go over it with you, by phone or by a video chat appointment.
- You may be emailed handouts and/or worksheets to supplement critiques.