

Cooke Scholar Alumni

Career Pathways Connections

Conversation Guide: Resume & Cover Letter Swap (Pre-Work Required)

OBJECTIVE

Like most forms of writing, there is no such thing as a *perfect* resume or cover letter for a job or internship application. However, there are techniques, strategies, and best practices that you can apply to strengthen your resume and cover letter. This conversation guide will allow you and your partner to share ideas and reflections on what makes these two components of a job or internship application strong or weak.

AGENDA

1. Share your Resume & Cover Letter

Before your scheduled meeting, share with your partner a recent version of your resume and cover letter. These do not necessarily have to be edited and updated for this activity; however, you can if you want to do so. The resume and cover letter can be from a recent position or opportunity you applied for. Once you have received your partner's resume and cover letter, review the documents jotting down notes to the questions and points below:

- What are two aspects of your partner's resume did you immediately notice?
- Identify one experience of your partner's resume and cover letter that you would like to learn more about.
- What are two strong components of your partner's resume and cover letter?
- What are two areas of improvement of your partner's resume and cover letter? What are your suggestions?
- Draw three commonalities and differences between yours and your partner's approach to the resume and cover letter.
- Identify some characteristics of your partner's resume and cover letter that you would like to incorporate into your own.
- What additional/future experience do you think your partner would benefit from to reach their current short-term and long-term goals?

2. Hold Scheduled Meeting

With your partner, host the scheduled meeting to discuss the questions and points above after having reviewed their resume and cover letter. Through this conversation, you and your partner are encouraged to provide affirmation, feedback for improvement, and exchange ideas and reflections.

After the meeting, make the necessary edits and updates to your resume and cover letter (optional) and share your newly crafted versions with your partner.