**Lincoln College**

**Step Two: Resume and Cover Letter Review**

**Resume and Cover Letter**

It will be necessary for you to have a cover letter and resume as you are applying for internships and future full-time careers; students will want to be prepared to present an outstanding resume of your experiences, work history, interests, and skill sets when applying for an internship.

**Resume**

A resume is the first opportunity you have to represent yourself to a potential internship site. To present the best resume possible, be sure to the follow these steps listed below:

* Use a professional font (New Times Roman, Calibi, Ariel) and use at least 11 point font out to make your resume easy for the reviewer to read.
* Include your name at the very top of your resume using a larger font. Be sure to include your contact information directly below your name (email address, phone number, and address)
* Include a minimum three professional references on the second page of your resume and identify each reference using your reference's full name, position within the company and job title, company name, company address, email address, and relevant phone number(s).
* Include your educational background (College or University) and list the appropriates dates, major(s) and grade point average (if higher than a 3.0). For Lincoln College, I would recommend listing your anticipated graduation date.
* Create an objective or summary paragraph that describes you and your interests. Be sure to address why are you interested in this specific position and/or internship.
* List your job experiences by identifying the companies you were employed, dates employed, job titles and positions, and a few bullet points summarizing the skill sets obtained from the position. Be sure to use "*Action Words*" in describing each position and your responsibilities at each firm.
* Thoroughly review your resume and eliminate all grammatical and spelling errors.
* Include metrics to show scale and scope of your accomplishments.
* Be honest and do not embellish on your previous experiences.

**Cover Letter/Letter of Application**

A cover letter accompanies your resume and is an opportunity to draw connections between your experience, interests, and your desire to work at a particular site. The Internship Coordinator, Lincoln College faculty members, and Career Services at Lincoln College may assist you. Be sure to visit our link for resume and cover letter suggestions: <https://careerservices.lincolncollege.edu/career-services/resumes-and-cover-letters/>

**Step Completion:**

In order to complete Step Two, students must meet with the Internship Coordinator. An initial original draft and final draft of the student's resume must also be submitted in order to complete this step of the registration process. Only after corrections and have been submitted and approved by the Internship Coordinator will you complete Step Two.