



## ***Resume & Cover Letter Review Form***

The **Resume & Cover Letter Review** service is designed for resumes/cover letters in the **final draft stages**. Review will include general style, punctuation and grammar and whether the content of the resume/cover letter supports the objective.

**The resume/cover letter will be returned to you by 4:00 pm on the day after you submit it. However, during busy times such as the beginning of on-campus recruiting, the few days immediately preceding and during our job fairs, internship application periods, etc., resume/cover letter review may take 2 or 3 days.**

If this is your **initial attempt** at writing a resume/cover letter, we strongly suggest the following steps before you submit your resume for review:

- Pick up handouts and samples from our lobby that include step-by-step instructions for writing effective resumes and cover letters.
- Log on to our website, **careers.slu.edu**, to see samples and instructions for resumes and cover letters.
- Use the **Internet** or **Pius Library** for additional resources on resume/cover letter writing.

**Once you have followed these steps and are still having difficulty with resume/ cover letter writing, please arrange an appointment with our professional staff who will assist you.**

(Note: If you are already working with one of our staff members, request that your resume/cover letter be placed in her/his mailbox or submit it by e-mail.)

**Please attach this form when submitting your resume/cover letter for review!**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Major: \_\_\_\_\_

Year in School: (Circle one) Fr    So    Jr    Sr    Grad/Prof    Alumni    Other

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reason Needing Review/Comments: \_\_\_\_\_

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