

writing a résumé and cover letter

Masters in Financial Mathematics
University of Minnesota
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What a résumé should include:

- ✓ Contact information
- ✓ Objective
- ✓ Work experience
- ✓ Education
- ✓ Special skills, licenses
- ✓ Awards, hobbies
- ✓ Empl. restrictions



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- Full name
- Phone numbers
- Mailing address
- E-mail address

What a résumé should include:

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- ✓ **Objective**
- ✓ Work experience
- ✓ Education
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- Full name
- Phone numbers
- Mailing and e-mail addresses
- **Clear, direct, knowledgeable and applicable objective**

What a résumé should include:

- ✓ Contact information
- ✓ Objective
- ✓ **Work experience**
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- Full name
- Phone numbers
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- Clear, direct, knowledgeable and applicable objective
- **Chronology: current at the top**
- **Avoid jargon or acronyms**
- **Concise, bulleted, relevant**

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Identical

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- Concise, bulleted, relevant
- **Programming and foreign languages**
- **Focus on true expertise**

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- Programming and foreign languages
- Focus on true expertise
- **Show you are multidimensional**
- **Highlight achievements**

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- Show you are multidimensional
- Highlight achievements

What works here:

- College level competition
- “Black belt” or other mastery of a martial art
- State/national rank in chess, poker or other games of skill
- Eagle scout or similar
- Foreign exchange programs
- Side business and personal investments

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- **Green cards, special visas, etc.**

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Avoid:

- ✘ Personal information
- ✘ Dense text
- ✘ Multiple pages
- ✘ Unusual presentations

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✘ Multiple pages

✘ Unusual presentations

- Gender
- Race
- Age
- Marital status
- Children
- Pregnancy
- Religion
- Sexual orientation
- Medical conditions not directly related to the work

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✘ Unusual presentations

- Do not make your résumé difficult to read.

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✘ **Dense text**

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- Do not make your résumé difficult to read.

- Leave white space
- No abbreviations or jargon
- Use bullets, avoid rhetoric
- Avoid “I”. And no spelling errors.

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✘ **Multiple pages**

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- Put all relevant materials on first page
- For continuity, you may include a second page
- Expect that page will be lost

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What a cover letter should include:

- ✓ Contact information
- ✓ Date
- ✓ Employer contact
- ✓ Salutation
- ✓ Objective
- ✓ Answer why
- ✓ Close



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- ✓ **Contact information**
- ✓ **Date**
- ✓ **Employer contact**
- ✓ **Salutation**
- ✓ **Objective**
- ✓ **Answer why**
- ✓ **Close**

- Your name
Address
City, State, Zip Code
Phone number
Email address
- Date
- Title
- Company
Address
City, State, Zip Code
- Dear Mr./Ms. Last Name,

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- ✓ **Objective**
- ✓ Answer why
- ✓ Close

- Your name
Address
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Address
City, State, Zip Code
- Dear Mr./Ms. Last Name,
- **Briefly state the position or opportunity for which you are applying.**

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- ✓ Objective
- ✓ **Answer why**
- ✓ Close

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- Date
- Title
- Company
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City, State, Zip Code
- Dear Mr./Ms. Last Name,

- Briefly state the position or opportunity for which you are applying.

- Answer from employer's point of view. Be brief.

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- ✓ Contact information
- ✓ Date
- ✓ Employer contact
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- ✓ Objective
- ✓ Answer why
- ✓ **Close**

- Your name
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- Dear Mr./Ms. Last Name,

- Briefly state the position or opportunity for which you are applying.

- Answer from employer's point of view. Be brief.

- Regards, or Sincerely,

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- ✓ Close

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