

TARGETED POSITION SUMMARY, RESUME AND COVER LETTER TIPS GRADUATE SCHOOL

Targeted Position Summary

Description of program

- area of concentration
- required coursework or hours
- day or night classes?
- thesis or non-thesis option?
- pass bar or other certifying exam?

Admission requirements

- list items needed in admissions packet
- highlight emphasis areas for personal statement/writing sample

Background on institution

- location
- campus population
- networking/internship/on campus job opportunities
- graduation or job placement rate
- mission statement
- tuition and fees
- housing
- reputation and national/regional ranking

Contact information

Resume (See Career Services guidelines for Curriculum Vitae)

Education

- high school and college names, location (city and state), graduation date (month and year)
- list major and minor
- DON'T list courses taken—appear on transcripts

Employment

- work experience (title, responsibilities, dates employed)
- internships
- special projects completed (independent study, group work)

Extra Curricular Activities

- clubs (name, office held, membership dates)

- church (name, responsibilities, membership dates)
- community service (name, responsibilities, membership dates)

Transcripts and test scores are available upon request

References available upon request

Cover Letter (letter of inquiry)

- Address the letter to the Graduate School Coordinator or Program Director **by name**. Contact the graduate institution if you do not know it.
- In the paragraph where you would list your qualifications, discuss your enthusiasm and/or readiness for graduate school. Indicate your desired area of concentration and future plans (teaching or going into industry), comment on your admiration for the reputation of the institution, request consideration for a TA or RA position, and/or request consideration for a particular scholarship.
- Where applicable, insert a 1-2 page sample of your work. In the paragraph where you would list your enclosures, indicate that you have included an example of your creative or technical abilities and **briefly** explain its significance.