

# Resume, CV & Cover Letter

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Landing a job or internship means showing employers what you bring to the table. Your resume (or CV), cover letter, references, and follow-up notes are the first steps in that process. These documents won't get you hired on their own — their purpose is to spark interest and prove you're a strong fit, so you can move forward to the interview stage.

Recruiters and hiring managers review countless applications, often in just a few seconds. That's why your materials should be clear, concise, and focused on what the employer is looking for.

## Resumes

- Begin with a master resume that lists all your experiences, skills, and strengths.
- For each opportunity, tailor your resume to highlight only the most relevant details.
- Read the job posting carefully — follow any instructions and pay attention to keywords.
- Use those keywords in your resume and cover letter to show alignment with the role.

## Curriculum Vitae (CV)

A curriculum vitae, or CV, is a summary of your experience and skills that is typically longer than a resume and includes more information, particularly details related to your academic and research background. It's more common to prepare a CV if you are applying to advanced degree programs or academic jobs.

## Cover Letters

Think of your cover letter as your introduction. It's your chance to make a strong first impression before an employer even meets you. Just like your resume, it helps to start with a general draft that you can personalize for each opportunity. Show genuine enthusiasm for the role and highlight what you know about the company to prove you've done your homework. Whenever possible, address your letter to the person who will be reviewing applications. If you don't know their name, reach out to the organization's HR office to ask. If a specific name isn't available, it's perfectly fine to use a general title like "Hiring Manager."

## Resume Templates

<a href="#">Business Resume</a>	<a href="#">Social Work Resume</a>
<a href="#">Education Resume</a>	<a href="#">School of Medicine Resume</a>
<a href="#">Engineering Resume</a>	<a href="#">School of Nursing Resume</a>
<a href="#">Fine Arts Resume</a>	<a href="#">School of Podiatry Resume</a>
<a href="#">Liberal Arts Resume</a>	<a href="#">Masters Resume</a>
<a href="#">Science Resume</a>	<a href="#">University College Resume</a>

All resume templates are available for download in Word or PDF format.

For support with your resume, please schedule a 'Resume, CV, Cover Letter & Professional Documents Review' appointment with a career advisor in 12twenty (via [my.utrgv.edu](https://my.utrgv.edu))