

# THE RESUME and COVER LETTER

The resume and cover letter are your introduction to a prospective employer or internship provider. They should be clear, to the point, and easy to read. They should illustrate your passion and your seriousness for the profession of interior design. The information that you provide, and the appearance of your documents need to convey these qualities. The overall graphic appearance and layout is extremely important too—it represents you.

The purpose of a cover letter is to make the prospective employer want to review your resume. The purpose of a resume is to get you an interview.

Think about what an employer needs to know about you to determine if you will meet the needs of the firm.

## RESUME FORMAT

**Hard Copy:** Generally, it should be one page, 8½" x 11". Information on a 2<sup>nd</sup> page is rarely seen. Portrait orientation is generally accepted.

**Digital Copy:** You must have the information on a clean, uncluttered background.

- Demonstrate clear, concise organization of your thoughts.
- Present the information in an acceptable, professional business style.
- Use an easy to read, professional font (not ornate).
- Use only one or two typefaces.
- Leave clear spaces on the page, you do not need to cover every inch on the page.
- Preferred order of information:
  1. **Name and Contact Information:** Your contact information should be easy to see. Include your name, telephone number, and email address. Your home address is not necessary.
  2. **Education:** UCLA Extension Architecture and Interior Design Program, or UCLA Extension/Cal Poly Pomona Master of Interior Architecture Program. Next should be your undergraduate university and degree. High school information is not necessary.
  3. **Relevant Skills:** List your design and technical skills—including your knowledge in particular software programs.
  4. **Internship or Job Experience:** Include employer, positions held, and dates of employment for all internship and work experience.
  5. **Professional Organization Memberships:** such as Student ASID and/or Student IIDA.

## COVER LETTER FORMAT

- One page, and preferably one or two paragraphs.
- State clearly why you want to work for that particular firm and why you believe that you are a good fit for the firm.
- Email or mail your cover letter and attach your resume.

## EDITING & FINALIZING RESUME and COVER LETTER

- **Have someone else edit your resume and your cover letter ruthlessly!**
- Check carefully for grammar, punctuation, and typos. Do not rely on spell check and grammar check.
- Consider eliminating unimportant information.
- "Less is more".