



DON'T BECOME A "RESUME AND COVER LETTER OBSESSOR"

Equally as dangerous as the resume and cover letter slobs are the resume and cover letter obsessors. Obsessors are those who nitpick and question every single word in their materials. They spend hours debating whether to use "effectively" or "successfully," "simultaneously" or "at the same time." They circulate their resumes at dinner parties and take polls on whether their name should be in 18- or 20-point font in their headings.

A little obsessive-compulsive attention to detail isn't always a bad thing, but the danger is that while you are getting opinions from everyone from your manicurist to your neighbor's dog-walker's friend whose cousin is an attorney, someone else is sending out their materials and getting the job you might have been perfect for.

Is it important to convey your achievements and strengths in a concise, well-organized resume that's appealing to the eye? Yes.

Is it important to write a coherent, substantive

cover letter that flows well? Yes.

Are employers going to decide whether or not to hire you based on your selection of "Sincerely" over "Very truly yours?" No way.