Cover Letter and Resume Tips from Experts Around the Web

Tip #1: Organizations are looking for signs of resilience. They are looking for things that show candidates have the ability to learn things and solve problems. They want both creativity and logical thinking.

Tip #2: Show ability to solve problems and get things done by making the following type of statements: "I accomplished x relative to y by doing z".

Tip #3: Every job and company is unique, and you therefore need to alter your resume each time you apply for a different job. Never use the same descriptive words or phrases for different jobs. This is also a dead giveaway to a lazy attitude and the inability to analyze the value you could bring to a job.

"Why are cover letters so important?"
Ask any employer: if they hate your cover letter, they won't even read your resume. DON'T summarize your resume on your cover letter, instead think of it as an introduction to your brand. They should be snappy, thoughtful, but no more than 400-500 words (1 page)

"How much do employers rely on LinkedIn versus my cover letter and resume?"
It totally depends on the employer, which is why it's essential to have all your bases covered. Wherever a prospective employer happens to "find you"- be it on paper or online- you should be putting forth a consistent and strong message.

"What can I do to give myself an edge over other applicants?"
Act busy, act employed, and follow a passion outside of work. If unemployed, find ways to engage in your industry anyway. Your answer to the question "what are you doing" or "what are you working on" should NEVER be "nothing".

"How can you make your resume stand out and land in the "interview" pile?"
A clear and succinct ethos/objective statement, placed directly under your name/personal information, is essential. This should communicate who you are, what you're passionate about, and state specifically what you're looking for in your job search.

"What's a key step for creating my dream job?"
Career mapping: start with your end goals (1 year from now, 3 years from now, 10 years from now) and set measureable goals and deliverables to meet those that will help you track your progress. Most importantly, write these down and refer to them regularly.

Head over to the JosephineJane website to join their newsletter and receive their list of 10 things you should never do on your resume! http://josephinejane.com/subscribe