

Learning Kit: Resumes & Cover Letters

When is the best time to update your resume? The best time to update it is now! It doesn't have to be a stagnant document you update when you are applying for a new job. Make updates along the way of your current position as you get new responsibilities and work on new projects in your role. Then when the perfect position arises, you are ready to submit your resume and showcase your talents.

Cover letters can be optional in an application process, though are sometimes required. They should be tailored to the position you are applying for and they give you a chance to tell your story in more detail for a recruiter or hiring team. These two documents together paint a picture of your professional accomplishments and should be crafted with a lot of care and consideration.

To learn more about resumes and cover letters, check-out these resources.



Writing a Resume

LinkedIn Learning - 02:27 hrs



Resume Makeover

LinkedIn Learning - 01:55 hrs



Designing a Resume

LinkedIn Learning – 01:06 hrs



Writing a Cover Letter

LinkedIn Learning – 00:21 hrs



Cover Letter Tips

LinkedIn Learning – 00:14 hrs