



### **Request for Résumé or Curriculum Vitae, Cover Letter, Job Posting and Photo**

In order for the Résumé/CV and Cover Letter Review Session to be successful, you are required to submit an **electronic** résumé or CV, cover letter, job posting and photo. By doing so, search consultants leading these sessions will see how well participants show their competitive edge on paper so they can provide proper feedback.

Please be advised, that each participant will be assigned to a group during the Résumé/CV and Cover Letter Review session and members of your group will have copies of each other's résumés/CV's, cover letters, and job postings during this session.

The following will help you in preparing your documents for submission:

- **What position am I applying for?**
  - Identify a position from any source of job openings. The position must be one that you are currently or will be qualified to hold... a next step position.
- **What is the maximum length for the curriculum vitae (CV)?**
  - Your CV should be an **administrative** CV with a **select** list of publications. (5-page maximum)
- **What is the maximum length for the cover letter?**
  - Cover letter (4-page maximum)

Please note: Any submissions received after the deadline will not be available for search consultant review prior to the forum.

To sum up, the Inclusive Excellence Group must receive the items listed below via email to [WomensLeadershipForums@acenet.edu](mailto:WomensLeadershipForums@acenet.edu).

- ✓ A copy of the original job announcement (the cover letter should be tailored to the job announcement.)
- ✓ A copy of your CV or résumé
- ✓ A copy of your cover letter (the cover letter should be tailored to the job announcement.)

If you have questions, please email [WomensLeadershipForums@acenet.edu](mailto:WomensLeadershipForums@acenet.edu).