



Resume and Cover Letter Guidelines

As a part of the application process, you must submit a resume and cover letter formatted as described here. If you have an existing resume or cover letter and would like to update them for this purpose, be sure they meet the following requirements.

WE ASK THAT YOU UPLOAD THESE DOCUMENTS TO THE ONLINE APPLICATION.

PLEASE DO NOT MAIL IN OR EMAIL YOUR RESUME OR COVER LETTER.

Format

Your resume and cover letter should be no more than one page each, single-spaced, with one-inch margins on all sides. For help in formatting each of these documents, consider using online resources or your word processing program's built-in templates to get started. We've also added a simple format of a cover letter in page 2.

Content

Your resume should include each of these areas:

- Contact Information
- Educational background, including specific relevant courses
- Work / volunteer experiences, including explanations to show their relevance to Steps 2 STEM (where appropriate)
- Awards, Honors, and/or Special Skills
- Interests and/or Activities
- **DO NOT** include references on your resume

Cover Letter Format



Date and
Contact
Information

Selection Committee
Steps 2 STEM Research Internship
1703 E Mabel St, PO Box 210207
Tucson, AZ 85721

Information to
address in your
cover letter.

(This should
not be more
than one page
at most)

Dear Steps 2 STEM selection committee,

- Tell us why you're interested in Steps 2 STEM
- Describe your academic and career goals. If you're pretty sure about them, tell us what degrees and majors you expect to earn and what future job(s) you would like to hold. If you're less definite, explain what areas in academics appeal to you.
- Explain how prior experiences and skills will help you perform your job through Steps 2 STEM. Remember that not all experience is paid. Also, skills you use every day can be extremely valuable to employers.

Closing
remarks and
signature

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

(Your Name and Signature)



Southwest Environmental
Health Sciences Center