

# STEPS 2 STEM PROGRAM

## Instructions for Application Letter & Resume

**You are applying for a job through the STEPS 2 STEM Program. As part of your application process, submit an Application Letter and Resume.**

If you have written an application letter and resume before and you want to update them for this purpose, be sure that they meet the following requirements.

### FORMAT

Your application letter and resume should each be no more than one page, 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.

Address your letter to:  
Selection Committee  
STEPS 2 STEM Program  
1703 E. Mabel, PO Box 210207  
Tucson, AZ 85721

**\*We ask that you upload your letter to the online application. Please do not mail in your letter.**

### CONTENT

**Your Application Letter must address each of these areas.**

- Tell us why you're interested in the STEPS 2 STEM program.
- 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 and careers appeal to you.
- Explain how your prior experiences and skills will help you perform your job through STEPS 2 STEM. Remember that not all work experience is paid. Also, skills you use every day can be extremely valuable to employers.

**Your Resume should include each of these areas.**

- Contact Information
- Educational Background, including specific courses relevant to your participation in STEPS 2 STEM
- Work/Volunteer Experiences, including explanations that show their relevance to STEPS 2 STEM (where appropriate)
- Awards, Honors, or Special Skills
- Interests or Activities

Do not include References on your resume.