

The [Academy's Resume Review Subcommittee](#) is composed of volunteer audiologists and is a free service to all Academy members. We offer edits, tips, and guidance for resumes, CVs, thank-you notes, and letters of intent/cover letters. Our turnaround time is usually less than two weeks. Note that there is not one universally “correct” format or content, but the volunteers have reviewed and written many documents in their careers – last year we reviewed nearly 150 documents and half of those were for externships.

Submissions are sent to resumereview@audiology.org and should include the [resume review form](#) and your documents in either **pdf or .doc/x format**; some reviewers find the Word document easier to comment on and edit. You can find more information on the [Academy website](#).

Resume Review Common Tips: Externship Applications and Earlier

The resume or CV details your student experiences, so your education should be outlined first, followed by your practicum experience. The practicum should make up most of the document. Remember, more details can always be added to your cover letter, but you want this document to be a wide-encompassing overview of your qualifications.

1. General formatting:

- Limit the length to two-three pages for a resume; CV can be longer
- Font: minimum size 11; should be sans-serif (e.g., Arial, Calibri, Cambria, Garmond); single type, but can use bold/underline/italics for headings
- SPELLING COUNTS; spell out acronyms at first mention, then use them moving forward
- Sentences or phrases can be used, but be consistent and use proper punctuation
- Use tabs to align entries, not spaces; use hanging indents for text which continues to a second line
- Be consistent with formatting, e.g., date format between sections (August – December 2019 or Fall 2019)
- Do not be afraid of white space – tabbed margins and empty space often make a document easier to read
- Always include dates for activities; “present” or “current” are acceptable

2. Headings that should be included (titles may vary):

- Education – unless you did not earn a degree from an institution, there is no need to include a start date; for the AuD, include your “anticipated/expected/projected” graduation date
 - NOTE: a doctoral candidate is traditionally a student who has completed all required coursework prior to graduating; use this term appropriately
- Clinical Practicum Experience (see below)
- Volunteer Experience – explicit details unnecessary; incorporate into your cover letter

- Research Experience – project or lab titles with brief description of your role (or in cover letter)
 - Presentations and Publications – APA formatted with your name bolded
 - Professional Memberships and Leadership – delineate between local, state, & national
3. Headings that *can* be included:
- Relevant Skills and Certifications – languages spoken fluently, CPR/BLS certification, coding skills; do NOT include Microsoft Office – this is assumed since you are in graduate school
 - Employment History is questionable – if it is related to audiology, then include it; if not, only include if it's specifically requested
4. Some information does not add to your resume, so are *not necessary* to include. This information includes:
- GPA (unless all are >3.8; MUST include all college/university GPAs if including);
 - Conferences/camps/trainings you attended (presentations by you or meetings you organized are appropriate to include)
 - Future clinical placements
 - References unless specifically requested
 - Undergraduate coursework (GPA & honors accepted), clubs/activities (for the most part)
5. For the Clinical Experience section, include:
- Name of the clinic; city, state
 - Type of clinic & populations served (e.g., outpatient hospital; pediatrics)
 - When you rotated
 - 2-3 bullets of experiential areas (e.g., comprehensive audiological examinations [otoscopy, pure-tone thresholds, WRS, SRT, immittance, DPOAEs...]; hearing aid examination, fitting, troubleshooting, follow-up; CI evaluation, programming, troubleshooting, follow-up)
 - Number of contact hours (optional)
 - Type of equipment/manufacturers used (optional, site-dependent)

Resume Review: Cover Letters

A cover letter is often the first impression a potential employer will have; it acts as a gateway to your resume and an enticement to the reader to go further. As such, the cover letter should be concise and complementary to your resume, not simply your resume in narrative form. It is a chance to highlight areas that make you stand out, or, more importantly, make you a great fit for the placement. Also, it is a chance for a site to get a writing sample prior to further reviewing your submission. This should be carefully edited and crafted to meet the specific needs of each site, so use the information available online, through your university, LinkedIn, etc. to learn as much as you can about where you are applying, and incorporate it into your letter.

The entire letter should be no more than one page, with font and format matched to what is on your resume. The salutation should be formal and addressed to a specific person, not “To Whom It May Concern” or “Clinic Director”. If you don’t have a name, call and ask.

Generally, the body of the letter will include three sections:

Paragraph 1: Introduce yourself (year, program), what the position is for which you are applying, and where you found the opportunity

Paragraph 2/3: Information about yourself, what interested you in audiology (briefly, make it applicable to the site), strengths/specific examples of experiences that make you particularly suited for the site. This is where details and mini-narratives are helpful to illustrate your specialness, in other words, don’t just write that you are driven, hard-working, and motivated, describe a specific instance where those attributes really shone; don’t write that you’re passionate about pediatrics, paint the picture of a certain patient that meant a lot to you. **DO NOT REHASH YOUR RESUME.**

Paragraph 4: Specific aspects about the site from which you would benefit, and how you could possibly benefit them; a little bit of flattery about the site and how you are so looking forward to learning from it; closing with how they can contact you if they wish

End the letter with a formal closing, i.e., “Sincerely” or “Regards,” then your full name.