

## **Dr. Foster's Five Free Tips for Internship and Career Position Applications**

- Always eliminate all writing errors. Any error makes a statement about your attention to detail and the quality of your work. This includes errors in e-mails when sending application materials electronically. You always want to represent your best work!
- Always address a cover letter to an individual and not to “whom it may concern”. Go the extra mile to find out the Chair of the search committee or the Director of Internships. Often this information can be found online. If you don't see a statement on the position announcement that says “no calls”, call them and ask! Yes, sometimes, you can't find this info, but don't leave any stone unturned!
- Make sure the info in your resume and cover letter is correct. Eliminate typos in your contact info. Yes, I've seen them!
- Maintain a portfolio of all position announcements for which you apply and keep it handy. If someone calls about a particular position, you can easily find the job description. One never knows when the phone will ring and you want to be as prepared as possible. When applying for numerous positions, it's very easy to forget the particulars of a position for which you applied.
- Use bullet points and action verbs on a resume' when listing items. Eliminate sentences and paragraphs.

**This will get you going!**

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