**Resume Requirements**

Contact information: Name, Address, Phone, Email

Objective: A brief statement regarding your purpose and desire for working with this company.

Education: List high school, expected graduation date (and grade point if over a 3.0)

Work experience: summer jobs

Awards: Academic, Athletic, Music, Drama, 4-H etc…

Skills/ Hobbies: Any skill that shows commitment, education, dedication

Volunteer work: Any job you have done and not received payment.

**Cover Letter**

Contact information: just like on resume

Keep it short and to the point

Between 4-8 sentences

It should state 1. what position you want. 2. why you want to work for this company 3. why this company should hire you.

**References**

Contact information: Just like above

Must have two, no more than three references

One should be school related, One should be work/volunteer related

Include all possible contact information for your reference

Give reference job title or how you know them.