

Resume and Cover Letter critiques

Our **Peer Career Advisors** are available to critique resumes and cover letters for undergraduate students. They are available beginning the 3rd week of the semester thru the 13th week. For the specific dates contact Career and Professional Development at career@albany.edu.

Students can make an appointment with a Peer Career Advisor through EAB in the same way they make appointments with one of our professional staff.

- If you have a large class – consider making this an extra credit assignment rather than a requirement.
- Please have the assignment due before the 13th week of the semester to ensure that an appointment can be made in a timely fashion.
- You can check EAB to see if the student has completed the assignment, or you can ask them to take a screen shot of their appointments in EAB. Our office staff will not sign a form stating that the student has completed their assignment
- We have videos you can use to teach your students how to create a resume and a cover letter. [Resume Presentation](#) [Cover Letter Presentation](#)
- There are resume and cover letter handouts on our [website](#).

If you do choose to use this assignment, please send us an email at career@albany.edu to let us know your class title, class size, and the due date, so we can ensure that there is adequate staff coverage.