

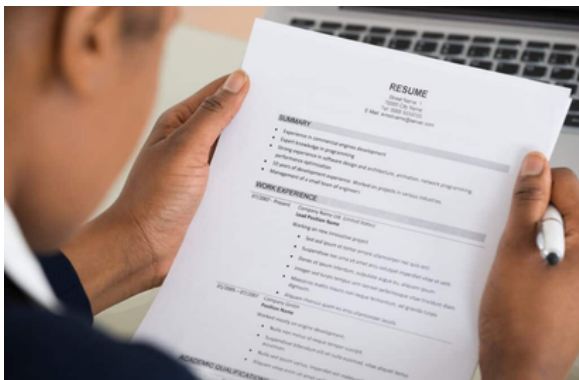
WKU ACDC

RESUME/COVER LETTER TIPS

Your resume and cover letter are often the first chance an employer has to see what you bring to the table. In today's competitive job market, these documents need to do more than list your experience; they should tell a compelling story about your skills, achievements, and professional potential.

At WKU Career Development, we offer in-depth support to help you:

- **Format for impact** – Organize your resume so employers can quickly find key information.
- **Highlight achievements** – Showcase measurable results and successes instead of just listing tasks.
- **Tailor for each role** – Align your skills and experiences with the job description.
- **Write persuasive cover letters** – Clearly explain why you're a strong fit and how you'll bring value to the organization.



WHAT'S IN THIS MONTH'S ISSUE:

- Resume/Cover Letter Development
- Handshake Collections
- Check out our [Annual Report](#)
- Check out our [Social Media](#)



Whether you are creating your first resume, revamping an older one, or trying to break into a new field, our staff can guide you through the process step-by-step. We also provide templates, examples, and industry-specific advice to help your application materials stand out in a stack.

Get started:

- Visit wku.edu/career/resumes.php for resources and samples.
- Schedule an appointment for a personalized review.
- Attend a resume or cover letter workshop to learn strategies that work.

Remember — a strong resume and cover letter don't just get you noticed, they get you interviews. Let us help you put your best foot forward.

Career Team Corner



Career Coach

BRIAN'S BULLETIN

Handshake's collections make it easy to browse jobs and internships tailored to these high-demand areas. Reviewing postings in a collection can also help you identify skills and keywords that employers value most. Use those insights to update your resume's "Relevant Skills" section and weave them into your cover letter as well.

WAYNE'S WISDOM

"3 Things Every Employer Wants to See on Your Resume"

1. Relevant Skills – Clearly listed and matched to the job posting so they know you can hit the ground running.
2. Results & Achievements – Use numbers, percentages, or specific examples to show the impact you've made in previous roles.
3. Professionalism & Clarity – A well-organized, typo-free resume tells an employer you're detail-oriented and serious about the opportunity.



Associate Director of
Career Development

Handshake Collections

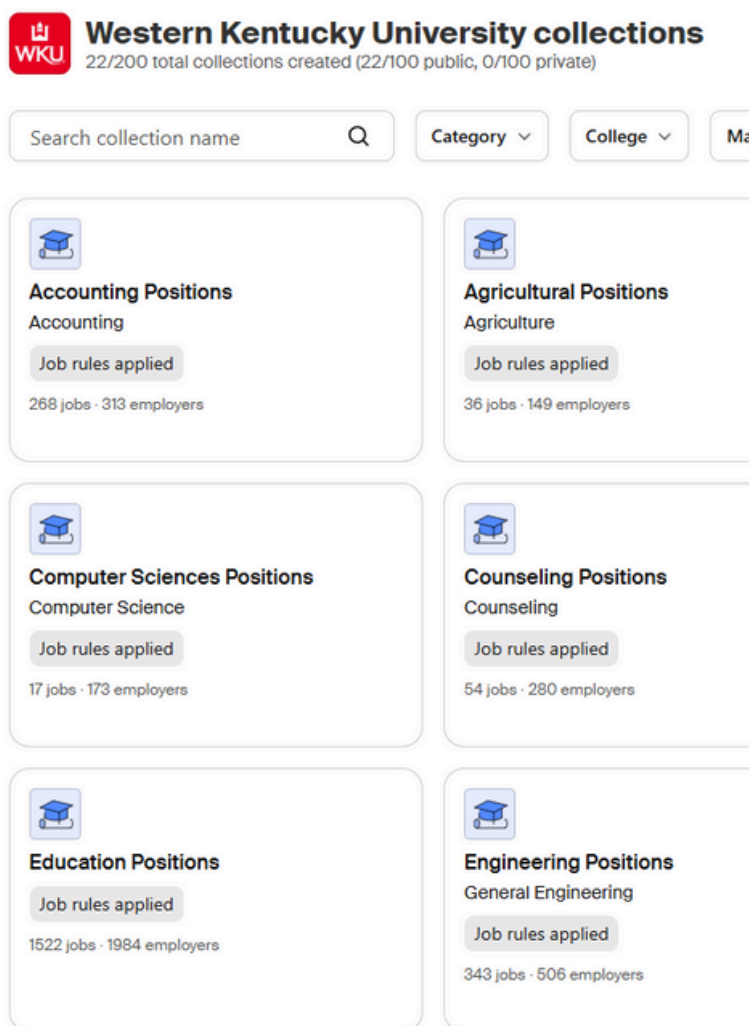
Finding the right job or internship can feel overwhelming — but Handshake Collections makes the process faster, easier, and more focused.

What Are Collections?

Collections are curated groups of job and internship postings tailored to specific industries, interests, and career paths. Whether you're aiming for Marketing, Education, Health Sciences, Business, Engineering, or other fields, Collections gather relevant opportunities in one place, so you don't have to dig through unrelated listings.

Why Use Collections?

- Always fresh – Automatically updated as new positions are posted, so you never miss a recent opening.
- Focused search – Skip the irrelevant postings and go straight to jobs that match your career goals.
- Easy tracking – Follow a Collection to quickly check back for new opportunities without redoing your search.
- Time-saving – Streamlines your job search, leaving you more time to prepare strong applications.



Western Kentucky University collections
22/200 total collections created (22/100 public, 0/100 private)

Search collection name Category College Ma

Collection Name	Field	Job rules applied	Jobs	Employers
Accounting Positions	Accounting	Job rules applied	268 jobs	313 employers
Agricultural Positions	Agriculture	Job rules applied	36 jobs	149 employers
Computer Sciences Positions	Computer Science	Job rules applied	17 jobs	173 employers
Counseling Positions	Counseling	Job rules applied	54 jobs	280 employers
Education Positions		Job rules applied	1522 jobs	1984 employers
Engineering Positions	General Engineering	Job rules applied	343 jobs	506 employers

How to Access Them:

- Log into your account at wku.joinhandshake.com.
- Click “Jobs” from the menu.
- At the top of the page, find “Collections” or search for your field of interest.
- Explore, follow, and start applying!

Using Collections is like having a personal job search assistant — keeping you informed, organized, and one step ahead in landing your next opportunity.

Career Team Corner



Career Event Coordinator

JOLEE'S JOURNAL

JCPenney Suit-Up Event

- Date: Tuesday, September 16th, 2025, from 5:00 p.m. – 7:00 p.m.
- JCPenney at Greenwood Mall

Professional Headshot Day

- Date: Wednesday, September 24th, 2025 from 10:00am - 2:30pm
- DSU Suite 2001

Disney College Program Event

- Date: Tuesday, September 30th, 2025. Session times: 1:00 p.m., 2:30 p.m., & 4:00 p.m. CST
- DSU Suite 2001

HOLLY'S HINTS

Hi! My name is Holly Stacker, your new career coach for the PCAL and CEBS Colleges.

Bachelor's in Interdisciplinary Studies
Social and Behavioral Sciences Focus
Western Kentucky University

Before you submit your resume, give it the "6-second test", that's about how long a recruiter takes to decide if they'll keep reading. A clean, easy-to-read format can make the difference between getting noticed and getting overlooked.



Career Coach