



RESUME

- Compulsory
- Summarizes your relevant work history and qualifications
- Sections with bullet points
- Objective
- 1-2 pages long

VS



COVER LETTER

- Either optional or required
- Highlights why you want the job and explains why you'd make a good fit
- Business letter format
- Subjective
- 1/2 page long

Cover Letter Compare

Jennifer S. Cheavens, David B. Feldman

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