

# Nice to Meet You!



An outline of expectations to better serve you and find you the right fit position.

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## Cover Letter and Resume Check List

- List your city and state on your resume.
- Include a company description. Don't expect a potential new company to know about your previous employer.
- Also, define the industry and size of your organization.
- Send all documents in Microsoft Word.
- Use a block or sans serif font. Times New Roman isn't a perfect fit because it can be difficult to read on-screen.
- Use consistent tense throughout! Don't say "responsible for" in one line and then "coordinated" in the next. Choose tense and stick with it.
- Details matter! Resume mistakes equal not getting hired by a great company.
- Formatting matters!
- Have a proof reader look over everything. An extra set of eyes is helpful and often necessary.



**Resume Examples  
Available by Request**

**Contact Us!**



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