

Document Drop

Document Drop is an easy way for students to have their professional documents reviewed by the Career Development Center. Students can submit resumes, cover letters, and personal statements via email to pca@mtsu.edu for Peer Career Ambassadors (PCAs) to review and provide valuable feedback for improvement. For class assignments, we ask that you advise your students to expect a response in **ten business days**.

Important considerations in creating a positive experience for groups using Document Drop:

- We recognize a variety of opinions exist around resume and cover letter writing. We base our approach on the Certified Professional Resume Writers, the National Association of Colleges and Employers, and interactions with recruiters and hiring managers. Some industries may have different criteria. Please reach out to your college's Career Advisor for additional support.
- We do not create or edit resumes and other professional documents for students. We provide feedback and coach/teach them to develop skills to be self-directed. Students have the final responsibility.
- When students do not implement suggested edits, we will readdress the initial edits before making any further recommendations.
- Students will not have a final professional document unless they complete multiple edits with our staff beyond assignment requirements. The following guidelines will ensure you and your students have the best experience with us!

1. Resume Assignment

- Encourage students to utilize our [Resume Guide and Samples](#)
- We suggest two due dates:
 - First – Submit resume to Document Drop by {insert date}
 - Second – Submit revised resume implementing our feedback to professor by {insert date}
 - Please allow at least two weeks between the first and second due dates
 - Students should include the original resume, the resume with our comments, and their updated version of the resume
- Students include the following in the Document Drop email to pca@mtsu.edu:
 - Attach resume in **Word file** (not PDF or Google doc)
 - CC professor to confirm assignment submission, if desired
 - Subject line: Resume Assignment for {Professor's Name}
 - Body: Class title, desired career field, industry, or job title

2. Cover Letter Assignment

- Encourage students to utilize our [Cover Letter Writing Guide](#)
- We suggest two due dates:
 - First – Submit cover letter to Document Drop by {insert date}
 - Second – Submit revised cover letter implementing our feedback to professor by {insert date}
 - Please allow at least two weeks between the first and second due dates
 - Students should include the original cover letter, the cover letter with our comments, and their updated version of the cover letter
- Students include the following in the Document Drop email to pca@mtsu.edu:
 - Attach cover letter in **Word file** (not PDF or Google doc)
 - Attach resume for context
 - CC professor to confirm assignment submission, if desired
 - Subject line: Cover Letter Assignment for {Professor's Name}
 - Body: Desired career field or Link to current job posting in desired career field for context

3. Personal Statement Assignment for Graduate School Applications

- Encourage students to utilize our [Personal Statement Writing Guide](#)
- We suggest two due dates:
 - First – Submit personal statement to Document Drop by {insert date}
 - Second – Submit revised personal statement implementing our feedback to professor by {insert date}
 - Please allow at least two weeks between the first and second due dates
 - Students should include the original cover letter, the cover letter with our comments, and their updated version of the cover letter
- Students include the following in the Document Drop email to pca@mtsu.edu:
 - Attach personal statement in **Word file** (not PDF or Google doc)
 - CC professor to confirm assignment submission, if desired
 - Subject line: Personal Statement Assignment for {Professor's Name}
 - Body: Graduate school application requirements or essay prompt for context if this is for an actual application and not just hypothetical