

Document Drop

Document Drop is an easy way for students to have their professional documents reviewed by the Career Development Center without having to visit the office in person. Students can submit resumes, cover letters, and personal statements to the Career Development Center via email and Peer Career Advisors (PCAs) will review them. Please note students will not have a final professional resume unless they complete multiple edits with our staff. This assignment is meant to be an introduction to resume writing. Send documents to pca@mtsu.edu.

1. Resume Assignment

- Request a [Resume/Cover Letter Overview Presentation](#)
- Encourage students to utilize our [Resume Writing Guide and Templates](#)
- Assign two due dates:
 - First – Submit resume to Document Drop or schedule appointment by ___ date
 - Second – Submit final revised resume to professor by ___ date
 - There should be at least two weeks between the first and second due dates so PCAs and students have time to make revisions.
 - Students should include the original resume, the resume with our comments, and their updated version of the resume.
 - Should students want a resume that is ready for professional use, they will need to work with us multiple times.
- What students should include in the Document Drop email:
 - Attach resume in **Word format** (not PDF or Google doc)
 - CC professor so first due date is accounted for (at the discretion of the professor)
 - Subject line:
 - First Name, Last Name, Professor Name, Resume Assignment
 - Body:
 - Class title and professor name
 - 2nd due date
 - Desired career field, industry, or job title

2. Cover Letter Assignment

- Request a [Resume/Cover Letter Overview Presentation](#)
- Encourage students to utilize our [Cover Letter Writing Guide](#)
- Assign two due dates:
 - First – Submit cover letter to Document Drop or schedule appointment by ___ date
 - Second – Submit final revised cover letter to professor by ___ date
 - There should be at least two weeks between the first and second due dates so PCAs and students have time to make revisions.
 - Students should include the original cover letter, the cover letter with our comments, and their updated version of the cover letter.
 - Should students want a cover letter that is ready for professional use, they will need to work with us multiple times.
- What students should include in the Document Drop email:
 - Attach cover letter in **Word format** (not PDF or Google doc)
 - Attach resume, if possible
 - CC professor so first due date is accounted for (at the discretion of the professor)
 - Subject line:
 - First Name, Last Name, Professor Name, Cover Letter Assignment

- Body:
 - Class title and professor name
 - 2nd due date
 - Desired career field, industry, or job title
 - Link to current job posting in desired career field
 - Cover letters should be tailored to a specific job, so including a job posting is necessary (even though the student isn't actually applying)

3. Personal Statement Assignment (Graduate School Applications)

- Encourage students to utilize our [Personal Statement Writing Guide](#)
- Assign two due dates:
 - First – Submit personal statement to Document Drop or schedule appointment by ___ date
 - Second – Submit final revised personal statement to professor by ___ date
 - There should be at least two weeks between the first and second due dates so PCAs and students have time to make revisions
- What students should include in the Document Drop email:
 - Attach personal statement in **Word format** (not PDF or Google doc)
 - Attach resume, if possible
 - CC professor so first due date is accounted for (at the discretion of the professor)
- Subject line:
 - First Name, Last Name, Professor Name, Personal Statement Assignment
- Body:
 - Class title and professor name
 - 2nd due date
 - Graduate school application requirements (if this is for an actual application and not just hypothetical)

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

- We do not create resumes or other documents for students. We **provide feedback** and **coach/teach** them to develop skills to be self-directed. Students have the final say on their documents.
- For **group assignments**, we may not be able to provide more than **one round of feedback** on the student documents, depending on volume, deadlines, and staff availability. If students do not read the Writing Guides and submit a document too close to their final due date, our feedback will be limited.
- When students do not implement suggested edits, we will readdress the initial edits before making any further revisions. Follow through is up to the student.
- 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. Let us know if you have any questions, comments, or concerns at career@mtsu.edu