**Before your appointment with Career Development...**

* Download the resume template from our website
* Use it to create a rough copy of your resume (don’t worry if it’s not perfect – just do what you can)
* Download the cover letter template from our website
* Use it to create a rough copy of your cover letter (don’t worry if it’s not perfect – just do what you can)
* Download the list of Action Verbs to help you create your documents
* Do you have a specific job or internship in mind? (and can you provide a link to it?)
* Write down a few specific questions you have. Remember: We’re here to help. Ask us anything.