

Department of Exercise & Sport Science

**Resume and Cover Letter Review Form for Sport Management Application**

**Required**: Please set up an appointment with a career advisor or peer advisor in [Career Services](https://www.uwlax.edu/aaccs/studentsalumni/searching-for-jobinternships/) or [Writing Center](https://www.uwlax.edu/tutoring-and-learning-center/subject/writing-center/#tab-11482) to review your cover letter and resume. Please schedule this appointment at least **ten days** in advance of the application deadline so you can receive feedback and update it for your final submission. Report format and length: academic writing style, double spaced, 12-point type, 1-inch margins.

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| --- | --- |
| 1. Student Name |  |

1. Primary person who reviewed/critiqued your resume and cover letter:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Job Title |  |
| Signature |  | Date |  |

(Digital signature, email approval, and/or a screen shot of **virtual appointment are acceptable. They can be attached to this report.)**

1. Please type a list of 3~5 changes you made to your resume and/or cover letter and explain why you made those changes.