

Final tips

To ensure your resume is in good shape, ask an adviser at your career center to review it. Then, have someone proofread the final document. "Even with today's use of computers, [candidates] still submit resumes that have spelling and punctuation errors," Somers says.

Zimmerman spent 30 minutes with a counselor at the University of the South's career center who checked his resume and cover letters. He also asks a friend to review his resume before he submits it. He advises other students to do likewise.

"A lot of times, when you've looked at a document 10 times, you are susceptible to looking over basic mistakes, just because you've been looking at it so long," he says.

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