

Review Service Policy

KU students may have documents (Resume, Cover Letter, Grad School Essay) reviewed up to **two times per calendar year per document** (July-June). Alumni are limited to one review per calendar year per document.

A review is not a tutorial on how to write a resume, cover letter, or grad school essay. Rather, it is intended to help you tailor your documents to your individual needs after you have reviewed and applied the basic content and format recommendations noted on the CDC website at www.kutztown.edu/resumes.

To make the most of this service, please use both online and print resources provided by the CDC and proofread your documents carefully prior to submission.

Resume and cover letter reviews may be completed through the Review Service or during established Quick Question/Walk-in Hours. Grad school essays must be submitted to the Review Service.