Document Review Services for Students

For support, contact us at cdc@wcupa.edu or 610-436-2501

Resume Reviews:

1. AI Resume Review on Big Interview.
2. Schedule an appointment, through Handshake, to meet with a staff or student staff member.
   a. Select Career Center > Appointments > Schedule A New Appointment
3. Come by Drop-In Hours – no appointment needed. Hours vary by semester, click here for the current schedule.

Faculty, please note there are specific instructions that are to be used if you create an AI Resume Review Assignment within Big Interview for your course. Please reach out to your CDC liaison for support in this process. Otherwise, students can take a screenshot of their reviewed resume if you require verification of their submission.

Cover Letter Reviews:

1. Schedule an appointment, through Handshake account, to meet with a staff or student staff member.
2. Come by Drop-In Hours – no appointment needed
3. Email your cover letter to cdc@wcupa.edu (note that emailing is not an option for resumes) and include the position description for the opportunity to which you are specifically writing your cover letter.

Graduate School Personal Statement Reviews:

1. Schedule an appointment, through your Handshake account, to meet with a staff member
2. Email your personal statement to cdc@wcupa.edu and include any information from the application that would help in the review process (specific prompts, length requirement, etc.)
   a. If you require a deep review of writing styles and grammar, we highly recommend utilizing the Writing Center services in addition to our support.