

## **Submitting a cover letter and resume to the Board of Clark County Commissioners**

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### **Cover letter**

- Indicate the position you are applying for, an example; a member of the SAAB.
- Express your interest in the position and why you are applying.
- Provide one or two items of experience, keep it brief.
- Mention that your resume is enclosed.
- Provide contact phone numbers pagers, and / or email address.
- Indicate Ethnicity/Race

### **Resume**

- Your resume should be neat, specific, and accurate. The length should be limited to one, and not more than two pages.
- Emphasize strengths and skills you believe you can bring to this position.
- Provide up to a 10-year work history. This can include regular employment, and/or volunteer activity.
- Provide your educational background. Include any courses, seminars, training, etc. that are directly applicable to service on the Substance Abuse Advisory Board.
- Provide any civic responsibilities, and/or affiliations.
- Provide two community references.

