**To make a career appointment with Marie…**

1. Email Marie.koko@wisc.edu with:
	1. Several days and times that will work for you in the current and/or following week
	2. What you’d like to talk about (feel free to attach a position vacancy announcement (also feel free to attach a resume or other dox, but I may not have time to review them before the appointment)
	3. Whether you prefer to meet via phone or Microsoft Teams (video)
	4. I will make an appointment and invite you to join it via email
2. Other things to note:
	1. I am happy to do resume and cover letter critiques via email *however*…
		1. Please do not send something without prior approval several hours or one day before it is due. I may not see it/get to it in time
		2. I prefer that we have reviewed your documents “in person” *at least once* because part of the process of writing a good resume and cover letter involves me asking your questions and helping your figure out the best way to present your information. There is no one-size-fits-all resume 😊
	2. You will find loads of great resources to help get you started here: <https://lafollette.wisc.edu/career-development/resources>

I am looking forward to working with you to create your personal success plan!