Job Application Resources

Cover Letter

A cover letter is generally the first point of contact with a prospective employer. It needs to be engaging and show the employer that you have the skills to do the job. A good cover letter can help you get a job interview by convincing an employer that you are what they are looking for and it will also demonstrate your written communication skills. You will need to update your cover letter for each specific job. Your letter should:

- o include a brief introduction about yourself and state the purpose for writing
- o highlight relevant skills, qualifications and experience to be considered for a job interview.
- o give real life examples (meeting minimum selection criteria).
- o target your letter to be specific about the role.
- o inject your personal style into your writing to stand out above the competition.

Content

Include your contact details: Name, address, telephone and mobile number and email address *(ensure it is appropriate)*.

Include the employer's details: Name (from the advertisement), job title, company name and address.

Start the cover letter addressing the employer's contact person 'Dear Mr/Mrs(name)' and end the letter with 'Your sincerely (your signature and name)'.

The content of the letter should outline the following:

- o Purpose of the letter – When applying for a position from an advertisement, include the job title and if possible reference where you saw the advertisement. Sound enthusiastic about wanting the job to capture the employer's attention and explain why you are interested in the position and company. Briefly include your current career or study circumstances and any specialised professional abilities. Be specific about the type of job you are interested in being considered for.
- o Why you want this position - Explain how your qualifications and career plan match the job. The details you provide should show that you have done your research and understand what the job entails and what the company and industry are looking for. (*Do not copy sentences from their website.)*
- o Your specialist skills that are relevant to the job - Identify employer needs and the value you can bring to the organisation with the skills you can offer. Describe your specialist skills, such as relevant qualifications, experiences, achievements and skills as your selling point.
- o General skills that are relevant to the job - List your general skills such as communication and interpersonal skills, teamwork, initiative and enterprise, problem solving, planning and organising, self-management, technology. Give examples from all your experiences - team projects, paid work, voluntary work, community activities or sport to provide evidence.
- o Closing - Refer to your resume and any attachments. Say you are interested in an interview and when you are available. If you do not live in the same location as the position, explain that you are willing to relocate or commute. Finish on a positive note and thank the employer for their time.

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Format and Style
- o No jargon or abbreviations
- o 100% accurate spelling and grammar
- o Short concise sentences
- o Clear structure

Resume

A resume (also known as Curriculum Vitae) is a snapshot summarising your qualifications, skills and qualities. The information you provide is used by the employer to determine if you met the job requirements and whether or not to select you for an interview. To make a good first impression, a well-written resume needs to be clear, concise, and neatly organised with content relevant to the position you are applying for.

Personal Details
- o First and Last name
- o Current address
- o Home and mobile number
- o Email address (ensure it is appropriate)
- o Citizenship or residency status (only if necessary)

Don't include personal information such as marital status, date of birth or a photo

Education
- o Course date (most recent first)
- o Full course name/qualification
- o Include majors or minors
- o Educational institute
- o Achievements and awards related to your course

Professional Development and Further Training
- o Relevant certificates, short courses and training
- o Period of training
- o Training provider, organisation or association name

Skills and Qualities
- o Highlight your skills that are relevant to the job (review the job advertisement or position description)
- o Include technical, generic or transferable skills (e.g teamwork, problem solving)
- o Include competency with systems

These can be in dot point format

Career Objective
This section is optional and should be a short, targeted statement that is specific to the job explaining why you are applying

Employment History
- o Employment dates
- o Job Title
- o Business Name
- o Key responsibilities (summarise in dot point format, with sentences starting with an action word, such as advised, managed, supervised, reviewed) include enough information to clearly explain the position and its responsibilities so a person not familiar with the position would understand
- o Achievements and results

It is usual to list your last 5 positions in detail starting with the most recent. If there are previous jobs that are relevant to the position you are applying for, include these as well. If there are gaps in work history, include a short explanation such as travelled overseas or full-time parent.

Voluntary and Community Work
- o Period of time
- o Title
- o Organisation name
- o Key responsibilities

This section is optional

Professional Memberships
This section is optional

Interests and Hobbies
This section is optional and should be a dot point summary of personal interests such as community, sporting or cultural activities.

Referees
List two or three people who have seen what you are able to do in an employment or academic environment. Try not to include friends or family members or non-work referees. Always get permission from referees before including their details on your resume. For each referee, include:
- o Name
- o Job title
- o Relationship – supervisor, colleague, direct report
- o Organisation
- o Phone number
- o Email address

Otherwise, write 'referees are available upon request' and have their details ready to provide when the employer asks.

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Formatting Tips

- o Easy to read font, such as Times New Roman or Arial
- o Tailor your resume for each position
- o No jargon or abbreviations
- o 100% accurate spelling and grammar
- o Use sub-headings
- o Short concise sentences
- o Clear structure
- o Consistent formatting
- o 2-4 pages maximum length

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