

## Preparing to apply for a job: Resume, Cover Letter and Application

### RESUME

- Update your Resume and Cover Letter using MS Word templates. Recommended length is 2-3 pages.
- Use keywords from the job ad or selection criteria and address these in your resume
- Minimal Personal Details in your resume- ie marital status, number of children etc are not required
- Employment Dates and Company Name where you worked for & company description is always helpful ie. Manufacturer of plastics
- Use dot point descriptors for each job ie. Managed customer enquiries, facilitated the accounts receivable process. Descriptors are best written using a verb (action work at the start of the dot point)
- Avoid clichés such as “quick learner” and “self-starter”
- If you had a significant achievement, then document this under your position/ organisation ie. Increase sales by 75%.
- Add Education- Certificates, Degrees & Industry Memberships
- Add recent training, even if it was not a qualification
- More Professional Activities - Volunteering

### COVER LETTER

- Tailor Covering Letter for each job you apply for, address the hiring managers name or name of the person in the ad, address of the organisation and where you saw the position advertised or the reference number for the job.
- Address the selection Selection Criteria if it was requested - Googling ‘how to address selection criteria’ may be helpful.

### APPLYING FOR JOBS

- When reviewing and applying for a job think about: *How can you grow in this job? What have you achieved in your previous roles that you can bring to this role? How can you add value to this new job?*
- Research training organisations to assist you in upskilling or obtaining a qualification - there are some Government funded or supported qualifications available.
- Sign up for a free 1 month trial to LinkedIn learning or continue to use the paid resource- there are 73,000 short courses on [LinkedIn Learning](#).
- Spell check or use programs like [Grammarly](#) to check your document or have someone proofread and save as a PDF format.
- If you feel you don't meet all the job requirement or selection criteria, apply anyway and adapt your experience to what the recruiter is looking for.
- Create or update a [Seek](#) Profile - Employers can search for candidates using the Seek Profiles. If you haven't formally applied you may get contacted about a job through your Seek profile.
- Create or update a [LinkedIn](#) profile (see the profile checklist and Social Media tips)
- Start applying for Jobs through different platforms- Seek, LinkedIn, [Indeed](#)
- State-funded contract positions are now available on [Side Kicker](#).