

COVER LETTER AND RESUME TIPS

How to write a cover letter, build a resume, tailor a resume and prepare a video resume. Worksheets and templates are included for practice.



COVER LETTER

TOP TIPS

The main role of a cover letter is to introduce yourself to the employer and encourage them to read your resume. It also aims to show them that you are the right person for their business.

1. Keep it short - 2-3 paragraphs
2. Explain why you are a good match for the job by sharing your skills and personality traits
3. Address the specific person and business you are applying to
4. Check for spelling and errors - first impressions count!

JOB JUMPSTART [worksheet](#)

JOB JUMPSTART [Quality Check](#)

RESUME WRITING

KEEP IT SIMPLE

1. Name, email and mobile number
2. Skills and Achievements
3. Work and volunteer experience
4. Education - schooling and courses
5. Referee contact details

JOB JUMPSTART [templates](#)

TAILORED RESUME

A tailored resume is written for a specific job, reflects the needs of the employer and clearly demonstrates why you are right for the job.

FOUR STEPS

1. Scan the job advertisement for key words
2. Research the company
3. Prepare your pitch
4. Use your knowledge of the company

JOB JUMPSTART [worksheet](#)

VIDEO RESUME

TOP TIPS

A video resume/portfolio may be requested by an employer instead of the traditional paper based resume. You need to decide if it is the right approach for you and if it will help your job search efforts.

1. Be professional
2. Prepare a script
3. Use visuals to illustrate
4. Keep it short
5. Know your audience
6. Make sure it can be shared

Job Active [make a video resume](#)

For more information go to

www.sellen.org.au

JOB JUMPSTART

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