

Resume and Cover letter

Resume:

- Your resume should be about 2 pages.
- Only put the things that are relevant to the job you are going for. Leave out things that aren't really important for this new job. This is how you tailor your resume each time you send it.
- Ask someone else to read through your resume to check for spelling mistakes.
- Each time you save your resume put the year in it. For example: SALLY CV 2019. Email it to yourself so you can get it from any computer.
- If you apply for a job online don't send your resume as a Word document that has tables and a lot of formatting. Some computer programs cannot read it. Save it as a PDF instead.

- [Basic resume template](#) Word 47KB
- [example](#) PDF 294KB

Cover letter:

- A cover letter is important. Write about why you are excited to have the job and why you would be the best person to do the job.
- Give examples of types of work or experiences you've had that are similar or the same to the job you are applying for. Job applications have key selection criteria, try and write about how you would do these in your work.
- If you apply for a job online you can send your cover letter in an email or there might be a text box on the application form.

- [cover letter template](#) Word 32KB
- [example](#) PDF 215KB

- [Resume and cover letter examples](#) by the Australian Government
- [Resume builder](#) by Resume-Now

HOW TO MAKE A **GOOD** PHONE CALL



The key to success is to **PREPARE** and **BE CONFIDENT**

- Think about what you are going to say.
- Write down questions to ask.

- Find a quiet environment. Inside is best.
- Sit down if you feel more comfortable.
- Have a pen and paper with you to write down information during the phone call.

- Smile when you talk. Your voice will sound more happy.
- Remain friendly and happy even if they don't offer you an interview or job, because things may change in the future! End the phone call with "Thank you for your time, have a good day".