

Strategies for Finding a Job Resumes and Cover Letters



Preparing your cover letter and resume to show an employer all about your employment experiences is an important part of employment readiness.

By taking the time to customise your cover letter, you are showing the employer that you took the time to research their organisation, that you understand the job description, and that you are willing to put in the effort.

Here are some practical hints and tips for preparing your cover letter and resume.

- Ask your employment / recruitment agency for assistance in preparing this documentation. They know what they employer is looking for in a candidate.
- Ask your family/friends to look at your current resume and cover letter.
- Some job search websites provide free examples you can use or copy. Just remember to customise it to suit your requirements.
- Make sure your document is presented well (i.e.no spelling/grammar mistakes, or incorrect statements, dates, or formats).
- Make sure your most recent experience is at the top of your employment experience.
- If you provide a hard copy to the employer, make sure it prints well, is in the right order, is stapled together and not marked with stains from coffee cups etc.
- Make sure that you highlight your unique skills and experience in the documentation. Your cover letter and resume are the first things that employers will see about you, so make sure that you stand out.
- If you have been asked to answer a series of questions or demonstrate that you meet certain criteria for the job, ensure that you address this in your cover letter/additional documentation.