



Phone: (03) 9938 1288

Fax: (03) 9820 8262

Resume Writing and Info Tips

Covering Letters

A well written Covering Letter is your chance to explain to a potential employer why you are suitable for the position. A good Covering Letter will:

- Be concise, one page is sufficient.
- Be addressed to the appropriate person, as specified in the job ad.
- Explain why you are interested in the position/organisation.
- Address the key requirements as set out in the job ad, as well as additional relevant experience and attributes that make you suitable for the role.

Most Importantly:

Remember to customise your Covering Letter for each role you are applying for. It is your chance to make a strong first impression with an employer.

Resumes

A resume should neatly present your skills and experience that relate to the position you are applying for.

Tips for writing your resume:

- It should be between 3-5 pages (unless new to the workforce) and should include the following sections:
 - Personal Details
 - Education/Qualifications
 - Key Skills
 - Detailed Employment History
 - Hobbies and Interests
 - Referees – if you do not wish to provide references on your resume note "References available upon request".
- List your Employment History starting with the most recent and work backwards. Ensure you note the period you were at each employer (months and years). List your responsibilities and achievements for each position. Where possible use numbers and percentages to illustrate achievement, i.e. I developed a new online ordering system which increased sales by 32% in the first quarter).
- Use bullet points, this will help you be concise and stick to the page limit.
- Spend time on the layout of your resume; make sure it is clear and readable.

Important points to remember:

- Be honest. Do not exaggerate or lie about qualifications or experience, as you may be asked more detailed questions which will illustrate a lack of knowledge.
- Do not use slang or jargon. It will not create a good impression or will mean that the Employer will not understand what you are talking about.
- Make sure your email address looks professional, longtimelover@sexy.com may offend.
- Make sure you update your resume regularly to avoid gaps in work history.
- ALWAYS spell check and proof read your Cover Letter and Resume before sending them to any Employers.

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