

CV & COVER LETTER PREPARATION WHAT EMPLOYERS LOOK FOR & HOW TO MAKE IT WORK FOR YOU

Your resume is a document that potential employers use to make their first judgement of you. Therefore it's important that the information you give ensures a positive response.

Tips for writing great resumes

- Most organisations prefer resumes submitted electronically. Create your resume in a common program such as MS Word so it can be opened and read by recipients easily
- Include basic information such as your name, address, telephone numbers and email. Make sure the email address is appropriate
- Next list your qualifications and education
- After a lively career objective and an indication of what you are seeking, list your work experience in chronological order, beginning with the most recent. Include employer names, positions held and primary responsibilities
- Do not leave gaps in your CV. Potential employers can suspect the worst. Where possible state the months you worked at a previous employer, not just years
- When formatting your resume keep it clear and simple. Do not place too much information on one page or use graphics or small or flowery fonts
- It's important to include details of at least two references from former employees. If you are a graduate with no work history, include details of a former lecturer
- Remember to spell check your CV. If possible, get someone to proof read your resume to check for any spelling, grammar, layout or typing errors
- Unless otherwise stated, you do not need to attach copies of certificates, qualifications or any written references from previous employers to your resume. You should instead bring these to a job interview

The cover letter to your resume is your means of self introduction. It's a chance to get the attention of the reader and demonstrate the qualities that set you apart from other applicants.

Check list for writing your cover letter

- Cover letters should be one A4 page, well spaced
- Ensure your letter is clear and concise. Use strong verbs which demonstrate action and accomplishments
- Find out the details of the contact person and organisation and address your letter accordingly
- Include an introduction and identify the position
- Identify your skills, experience and attributes that match what the employer wants. Look for keys words in the advertisement and use these words to show you meet the essential criteria
- Proof. It's essential to proof read all professional documents