

BEST

LTD

EMPLOYMENT

You can't do better.

CAREER

Resume & Cover Letter Writing

Resumes & Cover Letters

A resume or CV (curriculum vitae) is a written record of your education, skills, experience and work history.

A cover letter accompanies your resume in an application. It should be short and specific; highlighting your selling points in relation to the job you are applying for.

Your resume and cover letter is your first chance to convince an employer that you are the right person for the job.

Resumes

Before you start writing your resume- think about your work history and note your achievements and skills.

The layout of your resume should be neat, simple and easy to read. Aim for 2–4 pages, depending on how long you have been in the workforce. Use headings and dot points.

Employers will be looking for:

- contact details
- career strengths
- employment history
- education and training levels
- referees

Tips: Make sure your employment history is relevant to the position you are applying for, as much as possible. Ensure your referees are up to date and will give you a positive recommendation.

EXAMPLE

123 Fake Street
Smithsville, NSW, 2000
0400 000 000

JOHN SMITH

OBJECTIVE To gain full time employment in an area where I can utilise my skills and continue to extend my training.

- SKILLS & ABILITIES**
- Customer Service
 - Cash Handling
 - Team Player
 - Honest
 - Trustworthy
 - Hardworking
 - Punctual
 - Reliable
 - Demonstrates work ethic
 - Efficient in work practices
 - Enthusiastic and self-motivated
 - Ability to learn new skills quickly and easily
 - Adaptable and willing to learn
-

EMPLOYMENT HISTORY **BOB'S CAR WASH – CAR CLEANER AND DETAILER**

2011-2016

Duties:

- Washing Cars
- Vacuuming Cars
- General Laboring
- Ferrying Cars
- Detailing

TONY'S TRUCK CLEANING

2006-20011

Duties:

- General Car Cleaning
- Maintain Grounds
- General Laboring work

SUPERMARKET CHAIN

2004-2006

Duties:

- Cashier
- Packing, staking and moving pallets

EDUCATION

2011

OH&S CONSTRUCTION INDUCTION - Smithsville Training Centre

2004

Food Handling - Smithsville Training Centre

2005

Forklift License- Smithsville Training Centre

2004

Year 12 High School Certificate- Smithsville High School

REFERENCES

ROBERT ROBERTSON

Bob's Car Wash

MOBILE: 0400 111 111

TONY BROWN

Tony's Truck Cleaning

MOBILE: 0400 222 222

Cover Letter

Your cover letter is an important component of your application and should:

- introduce you to the employer
- identify the position you are applying for
- convey your enthusiasm for the position
- highlight the stand-out qualities that make you a great candidate
- Inspire the reader to continue reading your application (cover letters are not a summary of your resume).

It only needs to be 1 page and should be addressed personally to the employer or contact for the job.

All cover letters should be tailored to suit that particular job.

EXAMPLE

John Smith

123 Fake Street

Smithsville NSW 2000

0400 000 000

1st January 2017

Dean Ease

Eezie Breezy Car Wash

456 Address Lane

Smithsville NSW 2000

Dear Mr Ease,

It is with great enthusiasm that I submit my application for the position of Customer Service Officer for Ezie Breezy Car Wash. As an administrative professional with over 3 years' experience, I know my diverse skills and personality will make me an asset to the team.

As you will see from my attached resume, I've built up my career in a variety of roles and industries, mostly small companies where I am not only the admin but also the sales, IT and bookkeeper. I am use to wearing many hats and I sincerely enjoy it. I thrive in an environment that is both fast paced and slow.

In addition to being flexible and responsive, I am well organisation with an eye for detail. In my previous role I was I would oversee daily book keeping dutuies, proof read, edit and fix mistakes commonly made. I believe applying this level of attention to detail could visibly improve the flow of the office and the day to day tasks.

I have been a customer of the Eezie Breezy Car Wash for many years and have always enjoyed the vibe from the team when I bring my car, and I would like the opportunity to be a part of it.

Thank you for the opportunity to apply for the advertised Customer Service Officer position. I would love the opportunity to meet with you and discuss the value that I can bring to the team. I appreciate your consideration and look forward to hearing from you.

Kind regards,

Lisa Camp