



Resumes & Cover Letters

RESUME

Structure and Content	Tips
<p>YOUR NAME Phone – Email – Address – LinkedIn</p>	<ul style="list-style-type: none"> State your full name and contact details in an easy-to-read font Keep it brief Avoid using labels e.g. “Personal Details”, “Contact Details”, “Resume” or “CV”
<p>CAREER OBJECTIVE/PROFILE OR SUMMARY OF SKILLS 1-2 sentences on what job you want to do now and what is your long term career goal and what you will contribute to the role OR 3-4 statements on some of the following: your experience, credentials, expertise, personal values, work ethics, background or your personality</p>	<ul style="list-style-type: none"> Relevant to the position you are applying for Sample sentence starters: “I seek to achieve a career as a...”, “My aim is to develop a career in the ... industry”, “My long term career goals are to...”, “I seek to apply the skills and knowledge gained during my degree of ... to a career as...”
<p>EDUCATIONAL QUALIFICATIONS Start – end date Degree/Diploma Institution</p> <ul style="list-style-type: none"> Key units/Majors, Grades (optional) GPA/4.0 (optional) Achievements: Scholarships, awards (if applicable) 	<ul style="list-style-type: none"> Macquarie University GPA out of 4 Write the full name of degree, institution and major Show academic achievement
<p>PROFESSIONAL MEMBERSHIPS Start – end date Membership status Organisation</p>	<ul style="list-style-type: none"> E.g. AHRI, CPA Australia, APS Indicate level of membership, i.e. student or associate member Shows career intent
<p>EMPLOYMENT EXPERIENCE Start – end date Position Organisation</p> <ul style="list-style-type: none"> 3-5 dot points to list your responsibilities and achievements, rather than just general job duties. Aim is to describe transferable skills you gained in this job that could be used in your next job. Address the selection criteria (USE RATES MODEL) Achievements (e.g. statistics, met sales targets, innovation, success of programs or services you were involved in) 	<ul style="list-style-type: none"> Avoid large paragraphs or one-word dot points Use past tense and first person Use action words (see next page and hand out on www.careers.mq.edu.au) Use “RATES” approach to assist in writing each dot point <ul style="list-style-type: none"> R – Relevant A – Achievements T – Task E – Experiences S – Skills
<p>CORE SKILLS Include IT, languages and soft skills and give specific examples how you have developed and acquired those skills</p>	
<p>EXTRA CURRICULAR ACTIVITIES OR VOLUNTEERING EXPERIENCE Start – end date Position Organisation</p> <ul style="list-style-type: none"> 3-5 dot points on responsibilities and achievements 	<ul style="list-style-type: none"> Demonstrate well-roundedness Evidence of transferable skills Highly sought after by employers Explain the extent and level of involvement for each activity and give examples to illustrate relevance to the job you are applying for
<p>REFEREES Write “Referees available on request” <u>OR</u> for each referee write: Name Position Organisation Phone and/or email address</p>	<ul style="list-style-type: none"> Always ask a referee prior to putting them on your resume. Thank them for being your referee Employers preference is for professional referees – can be voluntary, paid or unpaid experience Not recommended to use friends, family or social acquaintances
<p>FOOTER Your name and page number e.g. John Smith, page 1 of 2</p>	

Presentation, style and layout of resume and cover letters

- Resume is no longer than 2 pages
- Cover letter is 1 page
- Grammar and spelling errors free
- Content is tailored to address the selection criteria from the job advert
- Order of content is in order of importance for role
- Overall presentation and layout look clear and professional with plenty of white space and clear headings
- Use a mixture of paragraphs and bullet points for ease in reading
- Do **not** include in Australian applications: photo, physical characteristics, date of birth, age, gender, disability or health issues, ethnicity, religion, marital status, lies or sarcasm
- Professional and formally structured paragraphs in cover letter: Topic sentence, expansion sentence, evidence sentence, link to position/company and transition sentence

ACTION WORDS

Adapted
Analysed
Built
Calculated
Compiled
Composed
Consulted
Coordinate
Created
Delegated
Delivered
Developed
Edited
Established
Gathered
Generated
Helped
Identified
Implement
Initiate
Investigate
Led
Maintained
Make
Monitored
Networked
Operated
Prepared
Program
Promoted
Reported
Researched
Resolved
Reviewed
Solved
Successfully
Trained
Tested
Utilised
Volunteered

COVER LETTER

STRUCTURE AND CONTENT

Your name

Your address

Your phone

Your email

Receiver's Name

Receiver's Position

Company/Organisation

Address

Date

Re: Title and reference number of the position for which you're applying

Dear Receiver's name/Sir/Madam

Paragraph 1 – Position: Indicate the position for which you are applying (position, source, date) and show enthusiasm for the position. Make the start interesting: what attracted you to the role?

Paragraph 2 – Qualifications: Address the selection criteria and use supporting statements with reference to your degree, skills and knowledge gained. Use full name of degree and institution. Can mention GPA, key subjects and awards.

Paragraph 3 – Employment, work experience, volunteering or extra-curricular: A sentence or two briefly highlighting the main skills or abilities you can bring to the role and any relevant personal qualities or attributes. Refer to employment and skills gained. Backup with examples as evidence you possess selection criteria

Paragraph 4 – Show research of organisation: Indicate and explain why you are interested in the job/role/organisation. Avoid quoting from the website, they wrote it. Show insightful research, tell them something different. Research on newspapers, trade journals, financial reports, publicity materials, annual reports, and other sources on the web (ensure validity). Possible areas to mention would be organisation values, strategic direction and culture.

Paragraph 5 – Thank you: Advise on your ability for an interview. Thank organisation/person for their consideration of your application.

Sincerely (if you know the receiver's name), OR Yours faithfully (if addressed to Sir/Madam),

Your name.

FIND OUT MORE
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careers@mq.edu.au



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University