



Tips for compiling your Winning Cover Letter and CV

Your CV is a snapshot of your employment history, providing the opportunity to present yourself and show what you can bring to the role. A well structured CV will assist you to secure an interview, creating a good impression prior to the first meeting.

Preliminary Work

- Write down all the facts about yourself, your career and training experience.
- Decide how this will relate to the job you're applying for.
- Clearly state the dates you were employed for and write a short, bullet point description of the duties for each.

Format

- Personal details: full name, ID number, drivers license (indicate if you have your own transport), contact details including residential address, telephone number and email.
- Educational history and professional qualifications: names of institutions and dates attended (most recent first) grades and passes attained, training, development and computer skills.
- Employment history: this should be presented in reverse date order with a short overview of the main responsibilities, career progression, achievements in the role ending with your reasons for leaving. If you're embarking on your first career opportunity, emphasize your training, skills and relevant (part time/casual) employment experience.
- Indicate your availability to commence employment (notice period required at your present employer) and your current and expected remuneration package (where possible)
- Hobbies and interests: Listed last and kept to a minimum.
- References: provide the details of at least three people you recently reported to, explain your working connection to them (eg they were your Financial Manager), ensure your nominated referees having given their permission to be listed on your CV, and that their contact details are current

Top Tips

- Use white paper and a plain font
- Do not include WordArt, ClipArt, graphics as this can make the document look cluttered
- Include a recent passport sized photograph
- Limited to 3 pages if possible
- Check your spelling and grammar, ask for a second opinion and do a final proof-read

Cover Letter

The cover letter should be treated as your personal marketing literature [tool]; it introduces you, your CV and is your first chance to make a good impression. Avoid 'Sir' or 'Madam' and address to the relevant contact if possible.

- If you're replying to a job advert, say so, and include the job title, reference number and where/when you saw it.
- The content should be brief, structured and should avoid repetition of information covered in your CV. Outline your current situation, why you're seeking a change and why you're interested in working for the company. Highlight your transferable skills achievements and versatility.

Finally, make sure you have included any requested information, including expected or current salary and benefits and lastly, don't forget to make sure you have checked your letter for spelling, grammar and typing errors before you press send!

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