

Cover Letter and Resume Template



Cover Letter

Att:

[Name]

[Role]

[Company or Organisation]

[Address or Email]

[Date]

Dear [Name]

I am writing to you to apply for [name of job] that you advertised [where it was advertised].

[Paragraph about why you want the job].

[Paragraph about your skills and background].

[End the cover letter with a sentence or two about what you could bring to the job and explain that you have attached your resume].

Yours sincerely,

[Signature]

[Your name]

[Email]

[Phone Number]



Resume

Personal details

[Name]

[Address]

[Phone Number]

[Email]

Personal Profile

Give a short description of yourself, including any skills or personal qualities you have that would benefit the employer.

Example: I am an adaptable and well-organised professional who is quick to learn new skills. I can show initiative in solving problems and have worked independently and as part of a team. I have strong project management and IT skills, combined with a flexible attitude to task management. I get on well with people at all levels and easily establish good working relationships.

Note: You do not have to mention your disability in your resume if you do not want to. If you decide to disclose your disability, you may want to do so in your cover letter.

Work Experience

You might list all the jobs or voluntary work you have done. Or you might just put down the jobs that will be most relevant to the places you are applying for. List each job by the year you started and the year you ended work there. Start with the most recent job you have held

[Your role]

[Name of the company or organisation]

[Month year-month year]

- skills or responsibilities
- skills or responsibilities



Template

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[Month year-month year]

- skills or responsibilities
- skills or responsibilities

Education

Start a list of the highest and most recent qualifications you have and end with the last year of high school that you completed.

[Name of course or degree]

[Name of TAFE or University]

[Year gained qualification]

[Name of course or degree]

[Name of TAFE or University]

[Year gained qualification]

[Name of Certificate]

[First year-last year]

[Full name of secondary school]

[City, State]

[First year-last year]

Additional Information

List any certificates or other relevant qualifications you have. This could include things like First Aid certificates and licences.



Skills

List the most important skills that you have gained from your paid or volunteer work, or education that may be needed in your new job.

Example: customer service, administrative skills, policy writing.

- [skill]
- [skill]

Activities and Interests

List any additional interests or skills you have that are relevant to the job. These could be related to your hobbies or interests.

Example: I enjoy nature walks and am secretary of the local Ramblers' Association. I also enjoy SCUBA diving and canoeing.

Referees

List people who you have worked, studied or volunteered with who can explain to the employer why you would be good for the job. When applying for a job, people usually have 2-3 referees but you can have more or less.

[Name]
[Role]
[Relationship to you]
[Phone number]

[Name]
[Role]
[Relationship to you]
[Phone number]

